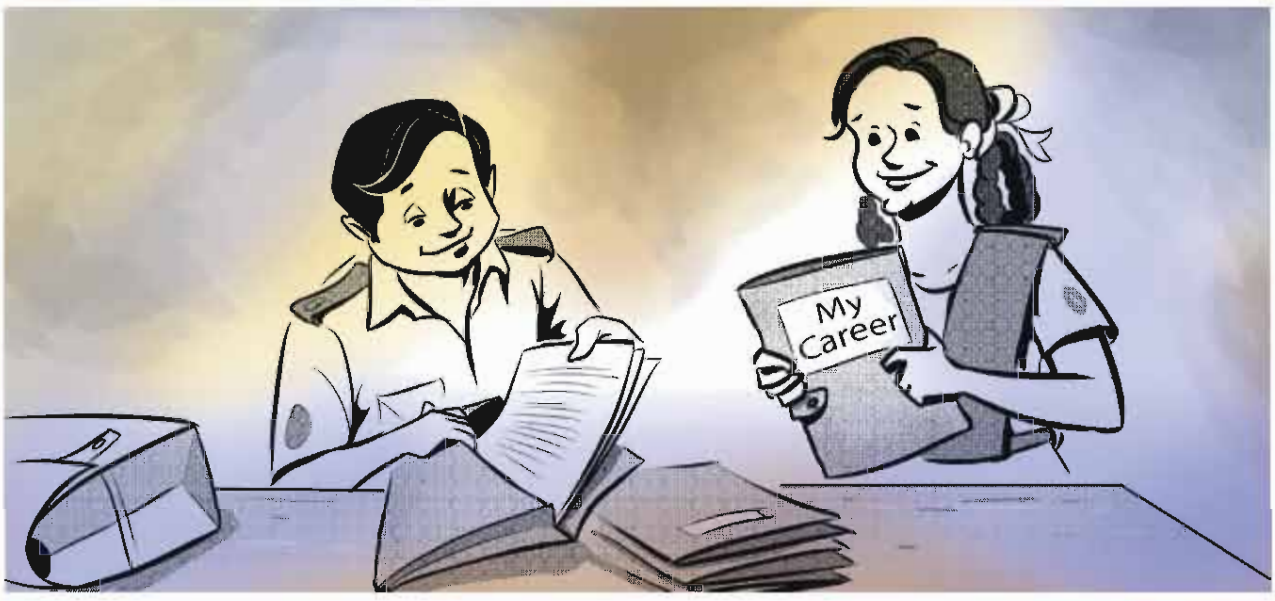
Career Education

Classes Nine-Ten



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Career Education

Classes Nine-Ten

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Preface

The aim of secondary education is to make the learners fit for higher education by flourishing their latent talents and prospects with a view to building the nation with the spirit of the Language Movement and the Liberation War. To make the learners skilled and competent citizens of the country based on the economic, social, cultural and environmental settings is also an important issue of secondary education.

The textbooks of secondary level have been written and compiled according to the revised curriculum 2012 in accordance with the aims and objectives of National Education Policy-2010.Contents and presentations of the textbooks have been selected according to the moral and humanistic values of Bengali tradition and culture and the spirit of Liberation War 1971, ensuring equal dignity for all irrespective of caste and creed, religion and sex.

The present government is committed to ensuring the successful implementation of Vision 2021. Honorable Prime Minister, Government of the People's Republic of Bangladesh, Sheikh Hasina expressed her firm determination to make the country free from illiteracy and instructed the concerned authority to give free textbooks to every student of the country. National Curriculum and Textbook Board started to distribute textbooks free of cost since 2010 according to her instruction.

For the unprecedented development of Science and Technology, the learners of this century facing the ever changing world. In this new circumstance, **Carrier Education** subject is included in the curriculum as per guidelines of the national education policy, 2010. The textbook has been designed with a view to creating eagerness among learners towards jobs and professions and making them respectful towards people of different sections and professions. It is expected that this subject will make an important contribution to building up a self-confident new generation in order to face the future educational and professional challenges.

I thank sincerely all for their intellectual labor who were involved in the process of revision, writing, editing, art and design of the textbook.

Prof. Narayan Chandra Saha
Chairman
National Curriculum and Textbook Board, Bangladesh.

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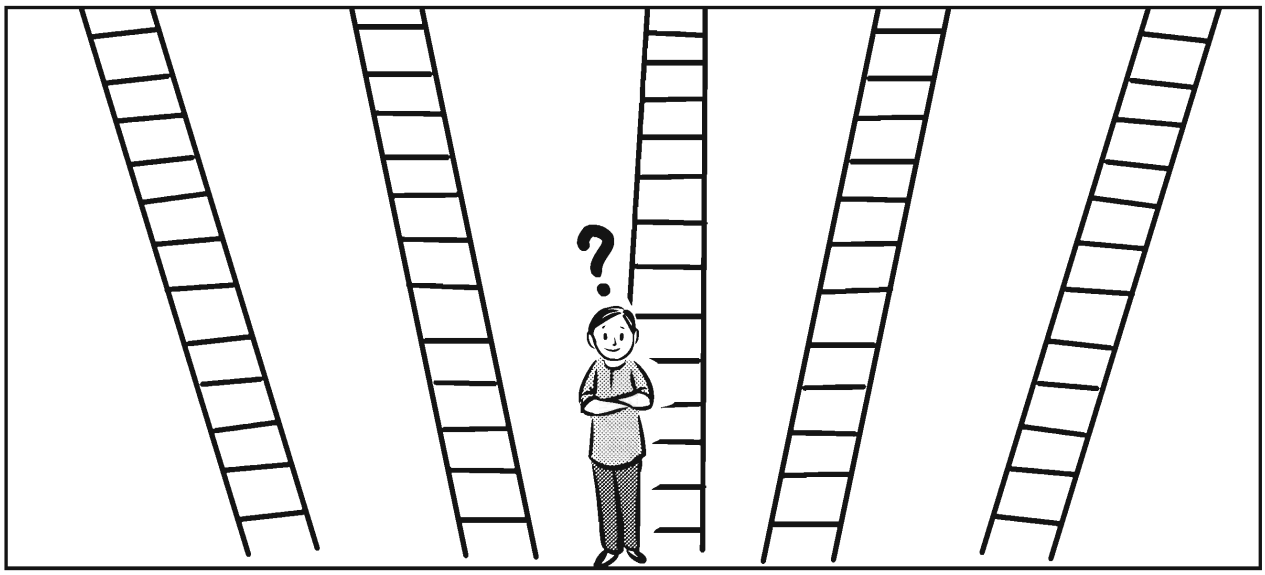
Chapter One

Me and My Career

Career education is a vast subject. To understand this, we did many kinds of activities in the previous classes (from class six to class eight). We also tried to understand how those activities are related to our life. Here we will study some specific and necessary topics on career building. The career education and the concerned activities will help us to identify the strategies of searching and building up the right career.



By the end of the chapter we will be able to –

1. explain the concept and development of career education;
2. describe the rationale of studying career education;
3. ascertain personal likings and disliking of career;
4. determine the relation of career with personal interest, competency and values;
5. explain the outline of future career;
6. design a poster on the planning of own future career;
7. realize the importance of personal interest and skills in career building; and
8. be interested in gaining the attitudes and personal values necessary for building such career.

Concept of Career

To understand the concept of career well, it is necessary to be clear about the other topics related to it. Let us get familiar with the following words. Do these words have the same meanings or different ones? What is the meaning of employment? Is there any difference between job and profession? If there is any, what is the difference? Which concept is elaborate or vast, career or job? Let us think about these.

Work	Profession
Career	Vocation/Occupation

Group work

Let us get into small groups in the class; each group will choose a concept (work/ profession/ job/career/ vocation); each group discuss that topic; after discussing each group will write down the brief description of the concept on a paper, each group will put up the writings with a tape on a certain area of the wall and after that each group will read out their writings by turns before the class. If necessary, the conceptions can be revised through discussion. Now let us try to differentiate among the concepts through discussion.

It is very difficult to determine a clear difference among these concepts of career. These concepts are related to one another. Besides, we use these concepts for referring to the same meaning in everyday life. For example, we frequently say–my father is a farmer. Cultivation is his work. Again, we can say, it is his profession. But there are some differences among these words. Therefore, we are trying to understand these differences. Now, read the situation below and answer the questions after discussion.

The conceptions will be clearer to us after doing the next activities.

Case study: Nirupama is the Executive Director of a prominent NGO of Natore district. She has been promoted this month. Therefor, her colleagues have arranged a function to congratulate her. Waking up early in the morning, Nirupama is working in the garden and thinking about what she will say in the function. She is thinking that she will start talking about her dream of engaging the rural women in self employment. She has cherished this dream since her student life. Then she will say how she has ended her study in political science in a college to fulfill her dream. Nirupama's father wanted her

to be a doctor but she wished to work in an NGO. She wanted to study in social welfare which is closely related to her work. But she did not get chance. After appearing at the admission test, she got the opportunity to study political science and finished her Bachelor's and Master's programmes. After that by doing various short courses and training programmes she has acquired the competency needed for joining in the NGO. Then she joined in an NGO as a field officer. Though there Nirupama worked with child education, she actually wanted to work for employment of rural women. She continued trying to get better opportunities. For this she gave various interviews and examinations in different NGOs. At last she got the opportunites to join as a programme officer in a small NGO. After three years she got the opportunity to join the present NGO. This organization is well-reputed for creating opportunity of self employment for the rural women. She has been promoted quickly through her gradual attainment of experience and skills. Today Nirupama can remember the whole way to fulfill her dream. The way was of hard labour and dedication, but of course successful. She picks up a rose from the garden and places it in the vase. This is also the result of laborious effort.

Let's get into small groups and try to answer the questions from the above situation;

1. What will we say the work that Nirupama is doing in the garden? Is it work, profession, vocation, job or career? How is your answer different from other types?
2. Which one of the professions, occupations, work, jobs or career includes the profession of physician or working in an NGO? Why?
3. Nirupama occupied in various posts at different times while working in the NGOs, such as, field officer, programme officer, executive director.

What can we say these? Are they work, profession, vocation, job or career? Justify your opinion.

The meaning of work is vast. In fact any mental or physical activity for serving any purpose is work. It may be for earning or without earning money. Profession is indeed the work which requires person's special education and training. Without special education and long term training if man earns money, we term it vocation. It may be or may not be related to career. But profession is closely related to career. These two concepts are close to each other.

As for example we can say that the people who design a house, are professionals. And the people who build it, are the men of vocation.

Now let us match the following description with the concepts got by the discussion:

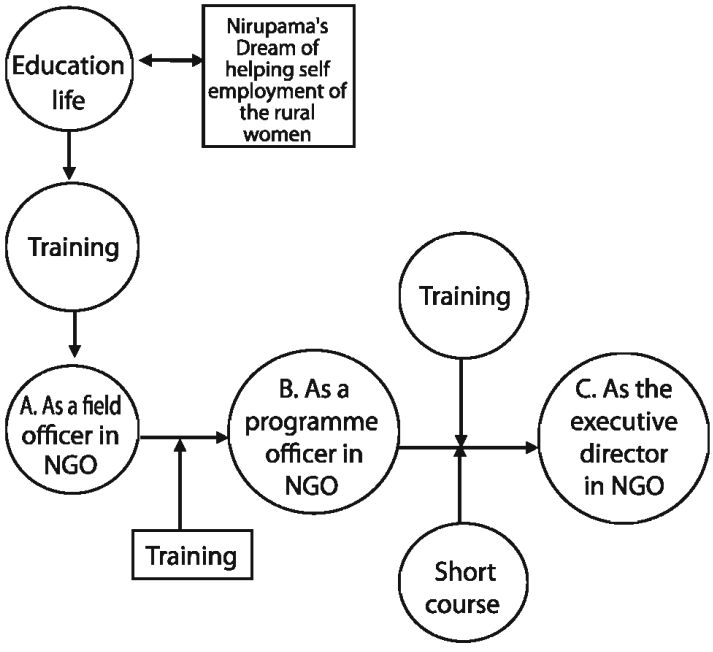
Work: Generally doing anything is called work. It is an elaborate concept which includes any kind of activity. What man is to do in job, profession or career is some kind of work or other. Outside these, what man does in everyday life such as studying, eating, exercising, marketing etc. we say all these work in general.

Job: The definite post which man occupies in workplace is called job, such as, physician in a government hospital, gardener in the district administration office, guard of a school, an assistant in a hospital laboratory etc.

Vocation and Profession: Sometimes the words vocation and profession are used for the same meaning. However, there is a little difference between these two words, vocation and profession. In the field of profession institutional education and training are required which common vocation does not need. Such as, the architect who designs a building needs to receive education and training in architecture. So it is his profession. On the other hand, the labourers' work is called vocation.

Career: Career is the combined shape of all kinds of work, professions, jobs or the experience of life which a man gains in his whole life.

Now let us do one more activity. (Individual Work)


Education life
Nirupama's Dream of helping self employment of the rural women
Training
A. As a field officer in NGO
Training
B. As a programme officer in NGO
Training
C. As the executive director in NGO
Short course

15 years as NGO worker

?

25 years of Nirupama

?

Every day of Nirupama

?

Choose the right word from the box below and place where there is a question mark.

work, career, vocation, profession, job etc.

Now let us try to present the topics through a project:

Project: There are people of different professions and vocations around us. We can know about their professions and vocations from them. We shall try to find out people of different professions and vocations and know the information related to their professions by this project. It will help us know the different kinds of professions and choose our own profession in future.

Let us do:

1. All in the class write down the names of different professions on the board. If any profession is repeated erase that and write the names of different professions as many as possible.
2. Now let us get into small groups and each group will choose one profession for the project.
3. Let us collect the following data from different newspapers, websites (such as, Bdjobs.com, jobsA1.com etc).

- What kinds of posts/jobs are found in the advertisements?
- What are the responsibilities and duties to perform?
- What are the maximum qualifications usually asked?
- What kinds of experience and how long are asked?
- How is the salary structure?
- What definite skills are needed?
- Other things (if you think necessary.)

4. On a certain day each group will present all necessary information with (chart, picture, graph, cartoon, posters etc.) at a certain place in the class room. Collected magazines, newspapers, advertisements, pictures etc. should be with them.

5. Now, different groups will move and see others' presentations. If possible, you can invite the learners of class six/seven/eight.

[If you choose any profession or vocation whose advertisements you do not find for the project, you can collect information directly communicating with the people of that profession.]

You will have seen that the duties and responsibilities of people of different professions and job holders are different. So, the requisite skills and educational qualification etc. for their work are also different. The people of each profession can be beneficial to the society. So we should be respectful to the people of all professions. It is our responsibility to behave well with them and help them in their work.

Career Development

A few definitions of career are given below.

- Indeed a man's all activities related to his profession during his life and the ways in performing these activities are his career. It is the combination of various jobs, posts, works, honour and experience.
- A career is one or more than one kinds of jobs which a man does due to professional reason for a long period of his life.
- A career is the gradual course of lifelong development or a definite part of life.

Pairwork

Let us work in pair; analyze various definitions of career and write down the main characteristics of career and present in the class.

Analyzing the characteristics of a career we can understand that the matter is not something stable, rather changeable. It is better to say development instead of change. Because, change of a career is expected to be orderly, aim based, stage by stage and well-balanced. For this reason, we will have to develop our career stage by stage. Various stages of career development or the stages of planning are given below:

Knowing Oneself: It is very important to know oneself for moving forward on the way to career. We will move forward in every stage considering my own interest, liking, disliking, skills or competency, values, etc. If most of the time

of life we can do the work which we like, it makes us happy. Again, the work for which we have no interest, if we do it, there is less prospect of doing better.

Knowing about Varieties of Professions, Vocations and Jobs: Only to know oneself is not enough. We will have to find out the profession or the vocation suitable for our own choice and skills and make ourselves fit. We will have to know what skills, competency, training, experience etc. are important for career building. We will have to know what kind of jobs we get in certain profession or vocation and what duties we are to perform etc. Proper information about various professions and jobs will help us choose the right profession or job.

Determining Aim and Objective to Plan Accordingly: It is essential to determine aim and objectives in career development. If we have definite aim, we can choose vocation or profession and plan clearly for its preparation. As a result, planning is done successfully on the way to career. So, we can proceed to career successfully. Sometimes in spite of having enough competency and interest, career is affected owing to lack of definite goal and planning.

Suppose, you have determined a goal of your career. Then what will you do to achieve the goal? Of course it needs definite competency and skills for a definite profession or vocation. You will have to achieve these. These are achieved through various kinds of educational qualifications, experience of co-curricular activities, training, institutional and non-institutional experiences. It is not only necessary for entering into a definite vocation or profession. Continuing in any profession or vocation, for becoming successful in that profession or vocation or upholding the success we need to achieve new competency and skills.

Looking for Job: We often hear that someone is looking for a job. Again we find various job advertisements in newspapers and the internets. When a person wants to do a job, they submit application evaluating the advertisement published through these mediums. For this, a person needs enough attention and patience. Considering own competency, skills, interest, values, etc. Once needs to apply for the concerned job. It is necessary to prepare a Curriculum Vitae - CV mentioning own educational qualification and professional experience. In this case it is important to mention own skills, experience and competency clearly. Sometimes the concerned job providing organization calls him for written exams, viva voce or interviews. In that case enough preparation is necessary.

Changing Jobs: A person changes a job for different reasons. Among these, an important cause is to get an opportunity of better a job. We know that career does not mean any definite job or profession rather it means the combination of different jobs and experience on the way to life. So considering the change in own interest, liking, skills, etc. trying for a new job is a part of career.

Career development is seen in various ways. Such as –

Linear Development: The promotion from a lower to an upper post in a particular job is meant linear development of a career. For example after joining as an assistant secretary, one is gradually promoted to the post of a secretary.

Skill Based Development: In this case a person's gradual development in a definite work or subject is considered greatly. For instance, a teacher's teaching of science is a continuous practice of skills and its increase is a kind of skill development.

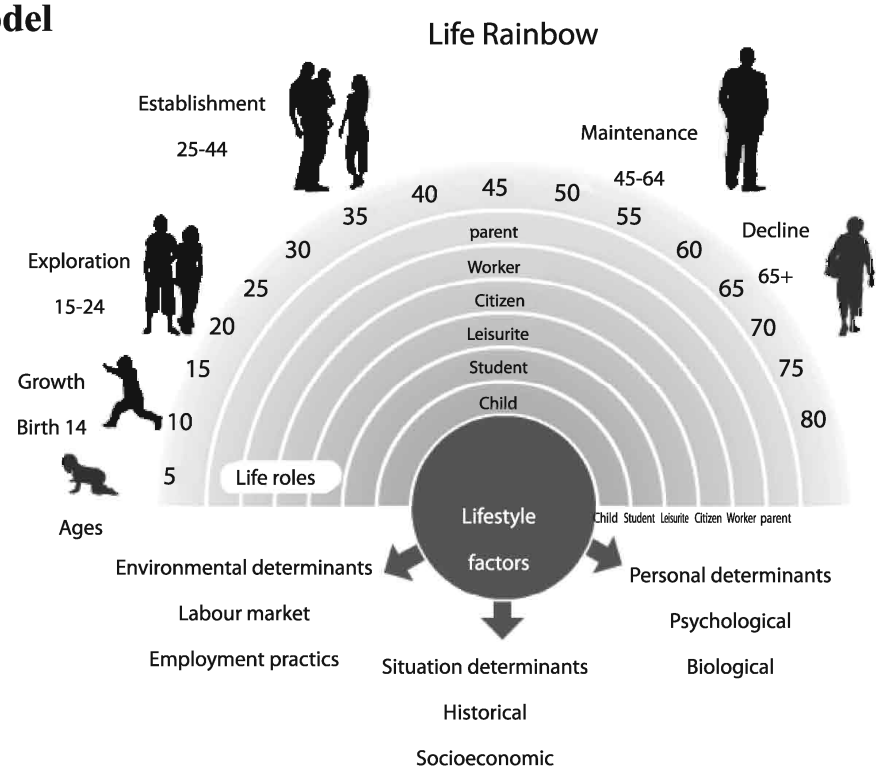
Spiral Development: A person's knowledge, skills and experiences develop gradually in course of time. It is called spiral development of a career. In this case, a person starts his work with a definite subject in a specific workplace and day by day does various kinds of work with various skills along with different experience in newer workplaces. Suppose, a science teacher, besides science, received training in Information and Communication Technology. Next he trained the other teachers of another school in Information and Communication Technology. Thus spiral development of his career started.

Dynamic or Continuous Development: In this case a continuous or huge change is seen in a person's career. He works with different subjects or in different kinds of workplace at different times. These changes take place disorderly. Suppose that science teacher receiving higher education in Management takes another job. After a few years, changing that, he receives education in Library Science and is appointed as a Chief Librarian of a Library. These multiple changes of his career are called continuous development.

It is important to remember that all kinds of development in a career are possible in a person's life. But sometimes a definite pattern can be noticed.

Career Outline or Model

Psychologist Donald Super establishes a model in the context of gaining experience and on the basis of changing of man's concept about himself in course of time. It is called Life Rainbow because these steps are arranged like a rainbow.



Stage	Characteristics
First step : Growth	A concept grows about oneself; a concept about a common world of attitude, need and work develops.
Second step : Searching	Examining various kinds of work. Acquiring skill with the change of liking.
Third step : Stability	Reaching a permanent position by attaining competency for entering into a job and experience.
Fourth step : Maintenance	Continuous endeavour and change and adaptation for developing one's own position.
Fifth step : Reflection	Declining the results or benefits, preparation for retirement.

Though Donald Super has divided the stages according to age, these stages may vary from person to person.

Project

1. Each will choose a man who has retired from service or is going to retire very soon. Now we will interview him to know the life history of the man from his birth till now. We will interview him several times if necessary.
2. Then we will prepare a profile. Many people do not want to provide their personal information in the larger extent. So we will use pseudonym. We

can arrange the profile according to his age or his special characteristics. The profile should have the following information.

Name of the person (pseudonym)

- Gender
- Date of Birth and Birth Place
- Education Life
- Service Life
- Personal Life
- Retired Life (If he has)
- What steps has he passed successfully in his career?
- In what matters has he faced challenge? How has he overcome them?
- Has he taken any decision, which would have been better otherwise?
- What other matters of life have influenced the decision of his career?
- Other important events

Now compare the life of the person with the model. If necessary, create new stages. You can describe the trends of his life.

Everyone will present the project in the class.

Importance of Career Education

We have been learning career education gradually from class six. Have you ever thought why we are studying this subject? Is there any change happening or may happen in our life due to this study? Let us think a little.

Activity:

Fix 4 large papers/posters on the 4 walls of the classroom.

How career education is being of use in our life	How career education can be of use in our future life	What new things have been learnt from the subject	What new topics are needed to learn

According to the number of the students there may be one or more paper or posters are needed on each wall. Everyone in cyclic order will go to the posters, look at them, think and write down 1 or 2 points or topics each.

After the writing of each one having completed, we discuss together in large group with the help of the teacher and bring out how career education is being of use in our life and may be of use in future. What new things we can know and learn from this subject.

You have seen the use of career education in our life are. That is why, now-a-days acquiring knowledge, skills and attitude about career is given importance in different countries of the world.

Everybody wants a beautiful and successful career. So it is very important to know about it and to take steps accordingly. By studying Career Education we can be aware of the following matters and proceed towards success.

Taking Decision

We know that it is necessary to take various decisions in different times to build career. Such as, in which subject I will study and which profession or vocation I will choose, etc. Every decision is important. Our living style, standard, earnings, movement of life etc. can be determined by it. Besides, our personal decision can influence not only our personal life but also family, social, national and even global levels. Such as, if most of us study in science group and engage ourselves in the profession related to it, the society will be of one type, whereas if most learners study in humanities group and do the jobs related to it, the society will be of different type. Again, if there are more jobs in the world market for the learners who have studied science and their own country cannot provide them with such opportunity, many can be migrated to the other countries in search of better jobs. Again, the matter can be seen reversely. As for example, considering the global job market, job situation in the country, or needs of the society, sometimes man plans to choose the branch of education, group etc. So we take decision depending on the world, society, situation, etc. On the other hand, world, society, situation, etc are also depending on our decisions. As the decisions related to career are important, it is necessary to take decision considering various aspects related to it.

Here another issue should be considered too. Sometimes all decisions cannot be wholly within our grips. As for example, in many times definite section or group of certain class can be distributed on the basis of previous exam's results. So, thinking all these issues, determining the action plan beforehand with care is a

kind of decision. If I know that I have to obtain at least 70% marks in science subjects for getting me admitted into science group and if my goal is to study in science group, I will have learnt the subject thoroughly. It needs to remember that goal may not be achieved. In that case goal can be changed on the basis of reality.

Inspiration for Learning

When the learners select one subject from various through career education, and determine the goal, they naturally develop interests in learning the related subject. Through career education we can understand what we are learning, how these are being used and will be of use in future. This realisation increases inspiration of learning and interest.

Need of Work and Profession in Social Life

It is necessary for everyone to work for the society. Man works in the society through various vocations, jobs and professions and earns his livings. Man does many kinds of work in the society for the needs such as food, clothes, housing, treatment, security etc. of the society.

Many indeed work for satisfying the fundamental needs of their own or their family. Again, many work for self satisfaction. However, work satisfies the necessity in human life and brings satisfaction. And the society is benefitted through it. Career education helps us choose the comparatively favourite work and become successful. It also helps us develop a positive outlook towards work.

Concept of the Nature of Changeable Work

There are differences of the needs and the opportunities of work at home and abroad, even in various places of the same country. This need of work changes in the demand of time. Career education helps us know this changeable need and enrich us accordingly with different knowledge, skills and experience.

Development of Higher Knowledge and Skills

As day passes, it needs more knowledge and skills in various work than before For any kind of work minimum level of literacy, language skills, especially oral communication skills, mathematical skills, inspiration for earning, attitude to

establish relation through cooperation in work, etc. are very important. Various subjects in school and concepts of career education help the learners gain this competency and skills.

Preparation for Entering into Service

Some definite skills are necessary for each job or profession. We acquire these skills by education in definite subject or degree, definite training, experience, etc. Besides, in workplace some common skills such as common qualities like working together with various people, helping the others, attention, patience, devotion to work, etc. are needed. Career education provides us with the conception what qualities, characteristics, skills are very important to acquire.

Motivation for Planning

Career education teaches us to plan for future career. By studying it we not only plan for education, vocation and service but also in wider sense plan for life. Planning is never stable or certain. It is changeable. But planning makes a man self confident as it determines in which way and how we will reach to our goal. And proper planning solves many problems.

Creating Sensitivity

We know varieties of work, professions and professionals through career education. We learn to respect them. It teaches us to be tolerant, compassionate and sensitive to the people engaged in different professions, jobs and works.

Group Work : Short play or Role play in small groups

Let each group choose a point of importance of career education mentioned above, and prepare a case, incident or story which reflects clearly the definite importance of career education, then play the role in the class.

[Such as, a girl reads in class nine. She learns about career. So it has been seen that she is tolerant and compassionate to the people of every profession. She goes to school following the traffic signal. Besides school teachers, she respects all including the keeper, gardener, gateman and helps them in their work etc. The whole day activities of the girl are shown through playing the role.]

Me, My Education and Career

The career we want to choose needs special education. Again, my career is determined on the basis of the subjects which I learn eagerly or which I am efficient in. We can find out a comparatively suitable workplace depending on our choice, interest, need, authority, limitation, values etc.

For this reason stage by stage each of us will have to –

- ❖ know oneself (about one's strength and weakness)
- ❖ know about various kinds of work, professions or jobs
- ❖ determine the next planning
- ❖ determine what to do.

Let's cross the stages through the work below.

A. Thinking of my hobby, other work and experience I will fill in the chart below.

The work I have done	The subject I am efficient in	The work I like to do	The work I am less interested to do
Such as – presentation, cooking, writing poems	Such as – lecture ...	Such as – work in group gardening	Such as – single presentation .....

Now write in the same way how the school subjects will be in the field of study :

The subjects I have read till now	The subjects I am efficient in	The subjects I like to read	The subjects I am less interested to read
	Such as, Bangla	Such as, Science	

Which of the activities and experience you have mentioned are the most important and interesting to you?

.....

.....

.....

Is there any similarity in this experience or work? Such as, most of the work is done with machine. If there is such similarity, mention it.

.....
.....
.....

While thinking and filling in the chart, have you come up with any values, ideal or subject which is important for your work? Such as, to maintain the standard of work, to be careful of environment, etc. Think and try to write.

.....
.....
.....

Write down in brief what you have learnt about yourself. (Your liking, disliking, interest, values etc.)

.....
.....
.....

B. Now think a profession/work/job/vocation for your future and draw a picture imagining that you are working with that profession or vocation.

Name of the picture: When I am a .....

Find out more same kind of work or professions. These can be worked as alternative planning.

.....
.....
.....

Think and find out some advantages or reasons for attraction and disadvantages or challenges of the 3 vocations or professions that you like most.

Vocation or profession	It is attractive, because -	The challenges may be faced in the vocation or profession
1.		
2.		
3.		

Try to think and write down the requisite educational qualifications, skills, experience necessary for each work :

1.....

2.....

3.....

Now think, how is it possible for me to acquire the competency, skills, education, degree, etc. which have been mentioned above?

.....
.....
.....
.....

Let me think, do I have enough interest in and attraction for this work for which I will plan to acquire the required skills?

Now I will identify a person engaged in the profession of my first choice. Then with his permission, discuss with him one day. I will record everything in a diary. Then I will try to know-

- What competency and skills are necessary for this work?
- What facilities are there in the work?
- What are the disadvantages or challenges in doing the work?
- How are the challenges faced?

[Without asking him directly, we will try to find out in most of the cases by watching and analyzing his behaviour and activities.]

C. Let's see what to plan next. The 3 professions or work I have determined, now I will know clearly the requisite educational qualifications, experience, training, etc. for it by reading newspapers, and consulting with the teachers and the others. In this case, I have to determine how much I have these skills.

Profession	Competency and Skills	Required Competency and Skills	How much achieved	What to do more
Profession 1	Educational Qualification			
	Experience			
	Training			
Profession 2	Educational Qualification			
	Experience			
	Training			
Profession 3	Educational Qualification			
	Experience			
	Training			

D. Now I should think how to acquire competency and skills in the subjects which I have marked. In this case we can take help from the teachers and the others.

Think more topics.

- In which subject I have to give importance, what I am supposed to learn by this time, and have I learnt these?

.....

- Is there any necessity of changing the planning?

.....

- What kind of co-curricular activities can I participate and how will they help me acquire the definite skill?

.....

- Is there any necessity of changing my reading habit? What kind of change?

.....

World of Work and I

We often dream of entering into various professions, vocations or definite job. Sometimes dreams come true. But it is not enough to enter into work. It is also necessary to think how to move in service field with success. We have learnt earlier that different kinds of skills and competency are needed for various kinds of professions or work.

Individual Work

Try to determine the requisite skills in service for the work or profession of your choice. After determining, convey that through a story/poem/song/picture (or any other means).

Change of My Choice

What we have planned, needs to be flexible enough. The change of our will, interest, etc. is very natural. If it happens our career planning can be changed accordingly. In the following chart, think and write down what kind of changes of likings, dislikings, needs, interests, values have taken place in you.

Earlier I	Now I	Reasons for changes
.....	.....	.....
.....	.....	.....

You have seen that the thinking of man happens to change, along with his interests, likings, needs etc. Do you know anyone whose choice of education, job etc. have been changed into different ones? If there is anyone, inform all in the group discussion. It is necessary to remember that change is a common affair in career. Adapting the change, planning will be done accordingly. For this reason it is easy to change if there is flexibility in planning.

My Interest, Competency, Values

It is important to know about my own interest, competency, values for which kind of work I will do or want to do in future. In determining career 'interest' is very important. The subject in what I find interest, I am inspired to study and work accordingly. If there is no interest, many subjects seem lifeless and monotonous. Due to lack of enough interest, man cannot be successful in work in spite of having competency.

Let us examine. It is for pleasure. It will provide us with a little idea about our personality. First read the remarks in the table. Put a tick in any box against each remark depending on how far it is true to your case. Remember there is no wrong or right answer.

Serial	Remarks	Totally different opinions 0	Different opinions 1	Neutral 2	Agreed to the opinion 3	Totally agreed to the opinion 4
1	I spend most of my leisure time away from home					
2	I solve problems logically					
3	I am fond of reading					
4	People call me creative					
5	I am fond of doing work practically					
6	I like to work away from home					
7	I get pleasure in analyzing and solving problems					
8	I like word clusters, word games and puzzles					
9	New idea occurs in my mind					
10	I get pleasure in practical work					
11	I always love to collect different things					
12	I love people's association					
13	I like to make understand my position in any matter					
14	I love to arrange and classify data and information					
15	I like to counsel others					
16	I like to express my opinion in writing					
17	I like to make various designs					
18	I like to solve others' problems					
19	I like to take the initiative					
20	No matter how the weather is, I like to stay away from home					
21	I am fond of making and repairing different things					
22	I like to use and arrange data					
23	I am fond of using machinery					
24	I like to know the background of any event					
25	I prefer winning to competition					
26	I love music, arts or play very much					
27	I like to consult my opinion and engage in debate with the others.					
28	I love to find out the trends or patterns or relation from different data and information					
29	I spend much time in playing					
30	I like to take decision and take responsibilities					
31	I get pleasure in helping others					
32	I like to use table and diagram for presenting data					

Now, it is time for awarding marks. Eight kinds of personalities have been shown differently in the chart below. The marks given at the top line of each box is the marks of the remark. For example, totally disagreed- 0, disagreed- 1, neutral- 2, agreed- 3, totally agreed- 4. Sum up all the scores you obtained putting them on the table.

As for example, how far you are extrovert, you will consider the remarks number 1,6, 20 and 29. Suppose you have put tick marks in the boxes respectively agreed to the opinion, totally agreed to the opinion, totally agreed to the opinion and neutral. Then your score will be (3+4+4+2) = 13 for the place of extrovert. In this way after giving marks in the boxes of eight kinds of personality, it will be seen in which place you have scored more. In which side you have scored more, your inclination towards that side seems more.

	Artistlike		Management		Lover of literature		Extrovert		Practical		Information		Scientist		Social	
	serial	remark	serial	remark	serial	remark	serial	remark	serial	remark	serial	remark	serial	remark	serial	remark
Personality	4		13		3		1		5		14		2		12	
	11		15		8		6		10		22		7		18	
	17		19		9		20		21		28		23		27	
	26		30		16		29		25		32		24		31	
Total																

My Competency and Skills

Let us see some of such competencies and skills important for entering into service.

Establishing communication properly through writing
Oral communication
Competency in group work
Self consciousness
Knowledge in number or mathematical skills
Solving problems or searching and analyzing
Leadership
Dynamism, inspiration, activeness
Flexibility
Professionalism
Business consciousness
Accounting
Planning and organizing
Punctuality

Some of the descriptions of compentencies and skills are given below :

Communication

By communication we understand speaking, listening, understanding and

writing clearly. It includes presenting something by writing properly according to the various categories of readers, influencing others, negotiating and expressing sympathy. Besides, it means building up relationship with other people by social communication, competency to share information and present concepts, skills in speaking, ability to present the summary of information logically etc.

Work in Groups

Work in groups means working together with the people irrespective of age, gender, cast, creed and political opinion. To have idea about the good qualities of the members of the group, to remain conscious of own qualities and short comings, to expose the goal of the group and to work in agreement are some of its characteristics. To lead , if necessary to counsel the others, to inspire, to reach a decision respecting various opinions, to participate in group for gaining success etc. are other characteristics of working in groups.

Solving Problems

Always we are to solve some problems in our life. The person, who is able to solve the problems as much as possible scientifically and plan-wise, is more successful. We are sure to succeed if we solve the problems following the steeps below:

- Analyze data and information
- Examine or verify the supposition
- Identify the problem and find out the reasons behind it
- Find out creative, innovative and effective solution
- Use different means in solving the problem
- Keep alternative planning, determine alternative means
- Solve the problem by using different mathematical knowledge and skills

Values at Work

Sabiha works in a medicine company. A report including the side effect and the other findings of a new medicine is in hand. Now, to present it including all data in a seminar is her responsibility. Suddenly her Superintendent sends a note to her. In it, it is written that she should present it without mentioning a definite side effect. She is in a dilemma. Should she do it?

Think in group

1. What are the ways open before Sabiha?
2. Discuss the advantages and disadvantages of each decision, i.e. the result.

Many such situations as menitioned above occur in workplace. When it is necessary to take decision, we think what we should do and what we should not do as well. These are values. When you have said of taking decision by discussion, you have noticed that values differ from person to person. Again in many services there are conditions or standards of values which are expected that all will follow these. Self control is achieved with desired values. As for example –

1. To refrain from doing such a work that I want to do.
2. To refrain from doing such work that I have right to do.

[For instance, I want to work in a big organization, but if I am persuaded to do something immoral, I will not work in that organization.]

Find out several such examples.

There are more things related to values. Such as, credibility, honesty, devotion, reliance, loyalty etc.

Group Work

Getting divided into four groups, discuss the topic. Create a definite situation or story like that of Sabiha which reflects dilemma of a definite value.

My Dream Career

Getting into small groups, identify each group a person (known, relative, friend) whom you think, has built up his dream career. Interview them and make a little magazine about them (handmade).

Paste a picture of the person and give an excellent title on the cover page. Present various data including picture inside. Decorate the magazine with the information what his dream was, education life, interests, values, special competency, service life, experience etc.

In this case, try to use creativity and artistry. Join the pages with stapler, scotch tape or gum. Paint as necessary.

Assignment:

Developing Poster

Have you now understood what your dream career is? Now you have certainly understood a little by considering your interest, competency and values. Develop a poster including the topics below.

My interest	My competency or skills	My values
My dream career	Reaching the way: means/stages	Identifying some risks

You can add your own picture, various paper cutting, model, chart etc.

The relation between interest, ability and values with career

- What do I like to do?
- What can I do?
- What I think I should do?

These indicate interest, competency and skills, and values respectively. What I like, I may not have that skill to that. But what we often like, skills may develop because of practising that more. Liking-disliking is very important in career, because career is lifelong. Without interest we cannot go far with any subject, even success does not come.

Let us try to answer the questions below.

Interest- values: What I like to do, should I always do or is it ethical to do?

Skills-interest: When I have skills in any subject, shall I have interest?

Skills-values: When I have skills in any work, will it be ethical?

Values- interest: When it is ought to do, will interest be always in it?

Values- skills: What I ought to do, do I have skills in that subject?

Sample Questions

Multiple Choice Questions

a. What is generally called the doing of anything?

a. Vocation b. Profession c. Work d. Career

2. What kind of post is a gardener of government organization?

a. Career b. Vocation c. Profession d. Job

3. Career development is –

i. the change of simple linear

ii. mainly the change of job

iii. particular change in the certain age of life

Which one is correct in the following?

a. i b. ii

c. ii & iii d. i, ii & iii

Read the passage and answer the question no 4 & 5

Laboni was born at a village in Faridpur. When she was in her village, she was busy with naughtiness. When her parents or the elders asked her anything or gave any work, she avoided that. With an aim of doing well to their daughter, her parents sent her to her maternal uncle for study. When she went on a trip to the village after three years, everyone became surprised at the change of her behaviour.

4. Which side of behaviour has been changed in the case of Laboni?

a. Human behaviour b. Attitude

c. Cordiality d. Sense of respect

5. In the case of the change in Laboni's behaviour the matter to be considered is-

i. it can be varied depending on person, family and society

ii. it can be either positive or sometimes negative

iii. it never changes

Which one is correct in the followings?

a. i b. ii

c. iii d. i & ii

Creative Questions

Mr. Fahim Chowdhury had been serious in building up his career since his childhood. With this goal in mind he chose Business Education. After receiving higher degree in Management, he joined a multinational company as an Executive Officer. Gradually after receiving proper training, skills and merit, now he is a Top ranking Officer.

a. What is a career?

b. Explain one of the importances of stadying career education.

c. Explain the work of Fahim Chowdhury.

d. Analyze which subject plays the major role in Fahim Chowdhury's career development.

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Chapter Two
Career Building: Quality and Skills

It is a very important time while they study in class nine and ten to read in every learner's life. We have already taken primary decision about which kind of career we will build up in life. On its basis we have started to think how we can organize our future career well. It is important not only to take right decision at right time but also to put down together some qualities and skills in oneself. We can acquire these from our family, society and educational institutions. In this chapter we will learn about the necessary qualities and skills for career building including positive attitude, self consciousness, self confidence and firm determination, mutual dependency and inter personal relation, honesty, professional ethics and respect for laws. Also we will have idea about leadership, consciousness of physical and mental health, compassion, gender sensitivity, emotion control and stress management, time management, aesthetic attitude etc.

By the end of the chapter we will be able to:

1. identify the necessary qualities and skills in career building;
2. explain the strategies of acquiring necessary qualities and skills in career building
3. analyze the importance of qualities and skills in succeeding the career;
4. become interested in acquiring requisite qualities and skills in career building.

Career Building: Quality and Skills

At first we have to be careful in respective career building if we want to establish ourselves and to contribute to the development of family, society and country. It is important to acquire some special qualities and skills to build up career well. Some important and requisite qualities and skills in career building are discussed below:

Positive Attitude

Positive attitude is a special but invisible one among the few elements of success in human life. After birth to the time of growth, ideal and attitude are made unconsciously in human beings. This attitude develops gradually through the surroundings, family education and socialization. Every human existence depends on his own attitude to any work or subject. How a man's attitude will be depends on how he is being educated, how the surroundings and society are where he is being grown up, which culture he has been nurturing. For this reason there is difference of attitude depending on person, family, society and country about the same subject.

Attitude means the mode of outlook, mentality or thinking, i.e. how a subject is being watched or taken by someone, is called his attitude. Attitude is the ideal of man's mental world on the basis of it he judges anything. Taking any subject positively or keeping good outlook to that subject or receiving the subject by positive mentality is positive attitude.

Importance of Positive Attitude

It is possible to establish oneself as a member of the society by mutual cordiality. A cordial relation with all in the society develops by positive attitude. Man's originality lies in his personality. The man having strong personality is able to draw the attention of more people. Man develops his personality by positive attitude.

He, who is more popular in a society, gets more respect and honour from people. It is easy to stay closer to man by positive attitude and all like this kind of man. So, he gets special honour and respect. Self confidence increases due to positive attitude. So, the way of success becomes easier.

Building Positive Attitude

Positive attitude may build up in different ways. Education plays an important role in building positive attitude. It awakens and fully opens man's internal talent and strength. Man can sharpen his intellect and thinking skills by coming in contact with education. The nature of his thinking and outlook changes and improves by it. So, his personal attitude builds up.

History and tradition play a great role in building man's attitude. The people of our country uphold the spirit of The Liberation War as well as they foster history and tradition of ancient Bangla. Thus, the influence of freedom fighting along with tradition of ancient Bangla is seen in our attitude.

Man's imagination is built up from his family and society. By watching how the senior members of the family consider any subject, the other members of the family develop their attitude. On the other hand, by living in the society, man gains attitude from the surroundings around him. Man's attitude and outlook are refined by various social customs-functions, mutual relationship, practice of religion, various mass media etc.

Man frequently passes life through various obstacles. The influence of many kinds of events and accidents plays special role in changing his outlook. His attitude builds up on the basis of which lesson he has learnt from any real life situation or what experience he has gathered. This attitude can be developed through giving attention to the positive side of any event instead of its negative side.

Values, culture and civilization shows man his way of life. Man's individuality and personality are rebuilt by it. Every civilization and society has some of its own rules and regulations, manners and customs, and instincts. All these culture, instincts and manners and customs especially shake man's mentality. So, a positive attitude develops in him.

Role of Positive Attitude in Career Building

Man has to build up relations with many kinds of people in personal life or due to profession. It becomes easy to build up good relationship with people if we keep positive attitude. Sometimes we are saved from unexpected danger if we have good relation with the others. It is helpful for career building.

Often someone is seen worried about his personal career which puts stress on his mental state. If he keeps positive attitude, his stress lessens. So any work can be done with attention and skills.

Due to positive attitude, interest and attention to work increases. Those having this mentality do not think any work beneath their dignity and do not have any negligence to do the work. So they can work with great interest and encouragement.

It is easy to solve any problem if we work with positive attitude. There are many who do not go to the way to solve the problem due to negative attitude, rather they make it more complicated. Those who want to solve the problem with positive attitude, their main aim is to solve the problem and they can do it easily.

Self-Consciousness

Self-consciousness means to be conscious about oneself. i.e. to know well about own good or bad, to have complete knowledge how it is good and how it is bad. What work am I doing, why am I doing, how am I doing, what is the result of the work, does the work have any negative side, does the work have possibility of causing me or the others any harm? Personal realization about all these is called self consciousness.

Importance of Becoming Self-Conscious

The self-conscious persons never fall into great trouble, because they are aware of their own good and bad. These kinds of people can lead a better life in comparison to the others in the society. To remain self conscious is of great importance. The self-conscious persons can know or guess prior to any misfortune, disaster, loss or any undesirable situation. So, they find time to get prepared. If they ever fall into danger, they can handle the situation quickly.

Means of Becoming Self-Conscious

The key means of becoming self-conscious is to have knowledge about all surrounding subjects. Man can acquire knowledge about all subjects through education. Education opens insight, as a result he can differentiate between right and wrong and by becoming conscious accordingly, he can do any work successfully.

It is possible to become conscious of any subject by experience. From our own experience and the experience of other members of the family and society we can acquire knowledge of different things and can be conscious of concerned subject.

To become self-conscious the contemporary matters can play a vital role. By noticing the course of the running events in family, school and at social, national and international level and analyzing them, a sense of self-consciousness is developed. To remain conscious about surrounding environment is another side of becoming self-conscious. The man, who knows minutely his surrounding environment, also remains conscious about himself.

Role of Self-Consciousness in Career Building

It is easy to take any kind of serious decision at any stage of life if we remain conscious. As self-conscious persons can realize their own good or bad, they can understand well when it will be good to take any decision in their career.

Sometimes it occurs that the decision may not be properly right due to the happenings of surrounding various problems despite the decision has been taken by considering everything thoroughly. In this case a self-conscious man reviews the decision and moves quickly to another direction which saves his career from a great damage.

How far a man is successful is understood by his achievements. The self-conscious people evaluate their respective achievements. So it becomes easy for him to take decision about his future activities.

None can be successful in his career if he depends on the others. Besides, dependency on the others pushes a man away from his own thinking and he loses his originality. Self-consciousness teaches not to be dependent on the others. The self-conscious people never depend solely on the others.

Self-Confidence

Self-confidence means self-determination. Strong faith in own strength, ability and competency is self-confidence. I will be able to do any work properly and I will be successful in achieving the desired goal with all my abilities. Fostering and upholding this belief is called self-confidence.

Importance of Bocoming Self-confident

Self-confidence always helps any person to make a quick decision. As the self-confident people have strong faith in their strength and ability, they can reach to quick decisions. The self-confident are able to gain the confidence of the others. When the others see that someone is doing any work confidently, they begin to rely on him. If any work is done confidently, the work becomes faultless, errorless and effective. The confident people take criticism as constructive. They are firm in the decisions which they take and they execute it. So, the others cease criticizing them. The confident people succeed easily in any work as they are firmly determined.

Means of Gaining Self-confidence

Education awakens a man's internal strength and refines them. Man gets the opportunity of self-realization through education. Education helps a man to acquire knowledge about all surrounding subjects. So, he gets materials to be self-confident.

To become self-confident one has to know about own strength and ability. Man can understand from his various activities and experience in which subject he is efficient or in which subject he is not. What he understands well and can do well, are his strength and ability i .e. it will be identified what I can do or in which subject I am more efficient. He, who is interested more in any subject, will gain skills in that subject. By training or practicing more and more, skills will be increased. It will increase self-confidence.

If someone makes mistake in doing any work, by learning that, self-confidence increases. If the reasons of the mistake are identified by learning the lesson from it, there will have no possibility of further mistake. Thus, self-confidence increases. If we think some work cannot be done by us, we will lose self-confidences.

To increase self-confidence, no negative attitude to any subject will be kept in mind. If we keep the mentality that this work is hard or the work will not be possible for me to do, the lack of strength occurs and so self-confidence is reduced. If any work is considered with positive attitude, the work will not appear hard and self-confidence will be increased.

Role of Self-confidence in Career Building

Those having strong self-confidence are always advanced in determining the goal. Ignoring fear and doubt they determine their goal with strong mentality and are serious in achieving the goal. No inferiority complex and no sense of shame can deviate themselves from determining and achieving the goal. Many people dream of achieving the goal in short time. When it is delayed to achieve the goal due to any reason, they halt abruptly and get frustrated. But those, who are self-confident, are not disheartened. They know that one day success will come. So, they always continue their effort to the goal. The self-confident people always take steps courageously. They do various work with courage to achieve their desired goal. These kinds of people never deviate from their goal. In any work inferiority complex becomes the key barrier on the way to success. Whether I shall do the work or not, it will not be done by me or what people will say if I do it - this kind of thinking is called inferiority complex which is the barrier to achieving the goal. Those, who are confident, can triumph over all these inferiority complex easily. To take proper decision is one of the elements in career building. There are many who get afraid of taking decision and various sensitizations plays a negative role in taking their decision. The self-confident people can take the right decisions easily, because what they decide, they execute.

Assignment :

Find someone, from your surroundings whom you think very confident. Observe his/her behaviour, activities. Collect information about her/him. You may take interview of him if necessary with questionnaire. Now write-

- What was his goal?
- How did he reach to the goal?
- What were the obstacles he faced?
- How did he overcome the obstacles or challenges?
- Now make a list of the qualities of self-confidenee that you found in him.

Present your findings in the class with the help of your teacher.

Firm Determination

Iron like firm determination is needed to achieve any goal in life. It is not possible to achieve the goal or to fulfill the dream without it. The other name of this strong promise is firm determination. The relation between achieving the goal and fulfilling the dream with firm determination is very close. Doing any work with interest and strong mentality is firm determination. If decision of doing any work is taken, the determined people remain firm in their decision till the execution of that work.

Importance of Firm Determination

The importance of firm determination is great in every human life. It is hard to establish own career without firm determination. There is certainty to achieve the goal if we start the work with firm determination. Because the confident people never back out from their desired goal and at last they reach the goal by any means. If we start any work with firm determination, the work ends in time. The work is done one by one as there is effort to reach to the goal.

Means of Becoming Firmly Determined

It is the foremost necessity to have dream or a definite goal for becoming firmly determined, because, there is no activity towards the goal without having any goal or dream. And there is no scope of becoming firmly determined without this kind of attempt. But dreams and desired goals, of course, need to be realistic. If we become firmly determined with such subject that has no match in reality, that is not essential for life or that is impossible to achieve, all efforts towards the goal will be futile. It is not possible to achieve the desired goal if we are not firmly determined. One must have the requisite skills for fulfilling the desired dream.

If we do not have the requisite skills related to the goal, we will stumble at the starting of the work. If anyone spares no effort after determining a goal, it is not possible to achieve the goal. To become firmly determined one must keep in oneself a great desire to achieve the goal. It is not possible to become firmly determined without having strong desire towards the goal for achieving it. If we determine a goal, it is important to think about the first and the last of it. Clear idea about the goal and consciousness of it make a man firmly determined.

Role of Firm Determination in Career Building

Those, who are firmly determined in personal life, stay close to fulfill the dream. They are able to fulfill their dreams for their career related activities. So, success can be gained in career. Those, who are firmly determined, never stop at a point in their career. Success comes one after another in their life and at a certain time they reach to the peak of success. For example, due to be firmly determined, our M.A. Muhit, Nishat Mojumdar and Wasfia Najrin won the Everest.

Respect, Mutual Dependency and Interpersonal Relations

Respect is a social value. An excellent quality of character is sense of respect which is acceptable and desired to all in the society. To pay someone his due honour or to honour some one's knowledge, position, dignity and ability is called respect. i.e. to evaluate properly the position of every person and to acknowledge their attainments are respect. And the mentality, outlook and sense to evaluate and to honour the others in this way are called sense of respect. Those who do not respect the others of the society, cannot acknowledge their work and consider their social position with mean attitude, do not get their own respect too. A sense of respect to oneself is also important. The man, who does not respect himself, is not respected by the others. Sense of mutual respect makes the society stable, peaceful and cordial.

Man cannot live alone in the society. Society is created as all live in the society collectively. For this reason each member of the society depends on one another in different ways. In this way farmers depend on fishermen, while fishermen depend on farmers. In the same way people of every profession of the society are dependent mutually on one another. This dependency is cooperative and participatory. By mutual dependency society becomes beautiful and cordial.

Man's relation with man is interpersonal relationship. When a relationship develops on the basis of mutual cooperation and understanding without hoping to get anything special, we call it interpersonal relationship.

Role of Respect, Mutual Dependency and Interpersonal Relationship in Career Building

There are many merits to be acceptable to all in career building. The excellent means of becoming acceptable to all is to be respectful to the others. If it is possible to sustain the quality of being respectful in the work place also, then everybody will be benefitted.

There are many such work which cannot be done alone. Especially in this age of labour, it is more difficult. Naturally, it needs the cooperation of others in completing such work and it means mutual dependency. If anyone does not have the quality of mutual dependency, it is nearly impossible to complete any work properly. In different social functions the matter of mutual dependency is seen clearly. This quality plays a unique role in career building. It is possible to know about many new things or unknown topics from the classmates which can be the turning point of one's career.

Interpersonal relationship bears special meaning in human life. Those, who have these relations, fall less into dangers, and if they fall into dangers, they get out of them quickly. The others come and assist them in all their dangers and difficulties, weal and woe. Interpersonal relationship plays a unique role in all spheres including family, society, educational institutions etc. There is a great importance of maintaining a good interpersonal relationship for well establishment in career. If we maintain good relations with classmates, friends, teachers and the others, we can get assistance and different directions.

Group Work

Divide all into 3 groups. Teacher will write 'respect', 'mutual dependency', 'interpersonal relationship' these 3 words on 3 separate piece of paper. Then fold the papers and distribute them to the groups by lottery. Ask the 3 groups to do the following activities with the topic they have got.

- Explain the concept
- Now describe some event by which particular concept is expressed
- Make a list of behaviours by which the concept is expressed
- Now discuss with all in the class

Honesty, Professional Ethics and Respect for Laws

Honesty is a fundamental human quality. To speak the truth, to keep the truth, to foster the truth and to establish everywhere the truth are honesty. i.e. To be honest in thought, spirit and work and to complete any work with honest mentality are called honesty. To present something as it is without hiding anything what I have seen, what I have done and what I have got is honesty.

Man has to be attached to some profession or other for livelihood. Everyone is to perform some definite duties in his profession. Professional ethics is the reflection of such code of rules and behaviours which are expected from a professional in his profession. i.e. To observe properly professional honesty, dutifulness, discipline, transparency, accountability, rules and regulations is professional ethics.

A society, nation and administrative system depend on its rules and regulations. The society where laws are properly observed, no kind of indiscipline is seen. And the precondition of executing the law is to respect for law. If we abide by all rules-regulations, according to laws, accept decisions imposed by law and cooperate in implementing and executing laws, we can show respect for laws.

Importance and Role of Honesty, Professional Ethics and Respect for Laws in Career Building

The importance of honesty is great in human life. Honesty crowns a man with great ideal and ethics. Honesty is given special importance in all religions. Man gets purified, spotless and trustworthy by honesty. It is possible to be established well by being honest in workplace. Honesty is also very important in career building. If we cannot gain honesty from education life, it is not possible for us to go far in career. Honesty will be given topmost priority if we want to ascertain peace, security and discipline in society.

In the present society, professional ethics is a very important matter. If anyone who is engaged in any profession is honest about work, service and time, he remains ethically transparent. If each professional does the assigned duties properly in their respective professions, they never face the question of professional ethics. If any learner can gain honesty, dutifulness, discipline, transparency, accountability well, his career will be well established and it will be possible for him to remain ethical in his professional life.

None is above law. Everyone is to abide by and remain under laws. To be respectful for laws is necessary for everyone. Also various rules and regulation of the related organization are also observed in service life. If we are respectful for laws from our education life, it will play a positive role in career building.

Positive Competition and Cooperative Mentality

The competition, where without aiming at defeating others, and considering time and situations, one makes oneself as a greater competitor, is called positive competition. Positive competition ensures the best use of own competency and skills, side by side, family, neighbours, classmates, friends including beliefs, ethics and values of the society are considered. As for example - someone wants to get better results in the examination. For this reason, he will study self-confidently, determinedly, attentively and systematically. He will not only get better results but also help his classmates so that they can get better results. But it is to be remembered that we have to keep honesty and morality in such cooperation. If one advances towards success with the consideration that it will cause no harm to the others, it reflects positive competition.

The mentality of helping the others in their problems or dangers is cooperative mentality. By keeping one's duties and responsibilities alright, one has to help the others in various fields if it is needed. As for example – to help the parents in chores, to help the classmates understand the subject matters, to nurse the neighbours if they get ill and to take them to nearby hospital if necessary or to help the colleagues in various work in the workplace. It is to work with cooperative mentality in the family, school, workplace or in all spheres of the society.

Role of Positive Competition and Cooperative Mentality in Career Building

Those who are habituated in positive competition and have cooperative mentality to the others can easily build up good career. If one believes in positive competition and has cooperative mentality, he can easily gain confidence, respect and love of the others. The others also evaluate him in various cases with positive attitude. The others come to assist him if he ever falls into problems and dangers. So, it becomes easy to work in family, field of education, society and workplace with confidence and skills and establish oneself with reputation.

Group Work

All in the class will get into two groups. One group will identify the means of habituating in positive competition and the other group will identify the means of cooperative mentality by discussion and present with marked chart.

Leadership, Initiative and Interest in Work

In many cases more than one or many are to work together to achieve a definite goal. Coordination with all and control over the speed of the work become necessary in any group work or working many people together. In this case anyone has to take the charge of coordinating and controlling that group. The process of imposing the charge of coordinating and controlling on someone is called leadership. In easy language, leadership is the process of conducting the work, controlling over it and inspiring the workers.

Kinds of Leadership:

Democratic Leadership: This kind of leader always takes opinion of his workforce. The workforce can give their opinion freely and without stress. On the basis of the opinions of his workers, he takes all decisions and executes them.

Charismatic Leadership: This kind of leader has an unlimited power to attract all. Usually people agree to the instruction and decision of these leaders of strong attraction power easily, because, the followers feel solidarity with the leader.

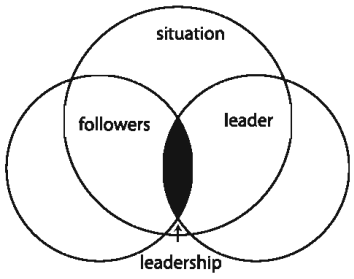
Autocratic Leadership: This kind of leader never pays importance to the opinion of his workforce. On the basis of his own thinking and choices, he takes all decisions and executes them.

Situation-based leadership: This kind of leader leads considering the contemporary events and real situations. Sometimes, he follows democratic leadership and sometimes autocratic.

Spiritless leadership: These kinds of leaders are not active and conscious. They accept all opinions of their workforce and decide on its basis. They are merely the leaders by name: the workers do not pay them any importance and they have no control over the workers.

The factors of leadership:

Three factors are necessary for building leadership. These are- leaders, followers and situation. Leadership arises from the combination of these three factors.



Leadership Qualities

Some leadership qualities are mentioned below. By discussing in group, determine more qualities which are necessary to have according to you.

- Proper knowledge
- Competency
- Mentality to take risks
- Emotion control
- Personality and individuality
- Sympathy and empathy
- Perseverance
- Punctuality
- Mentality to work under the leadership of the others

Initiative and Interest in Work

Any work and interest in work do not begin by itself. The idea of work comes first from someone, next he arranges to do the work, and then the work begins. In a word, this process is called taking the initiative. Initiative is the primary step of any work. The competency of starting a work without the directives of the others after taking its decision is called initiative. On the other hand, the mentality to work is identified as interest in the work. i.e. willingly by doing work called interest in work.

Role of Leadership, Initiative and Interest in Work in Career Building

The importance of leadership, initiative and interest in work in family, school, society or the country, even in all the spheres of life is very great. The man, who has these qualities, is considered an active person of the society and everyone wants him to do the work. Those, who have the quality of leadership, initiative and interest in work, are able to gain respect from the others easily. This matter is also very important in career building. In the case of employment in various organizations the employment authority wants to judge whether the worker has these qualities or not. If the apprentices show these skills, they get permanently appointed in the organization. So it is desired that everyone should try to acquire all these skills from education life.

Consciousness of Physical and Mental Health

The top of man's health consciousness is physical and mental health. It is never possible to lead a normal life with sickly body and mind. To take necessary steps for normal growth and development of man's body and mind, to know about its rules and regulations and to work accordingly are consciousness about physical and mental health.

Man's bodily growth continues after birth. Bodily growth becomes good if proper food habit and rules for healthy living are maintained. By knowing the rules for healthy living, every conscious person tries to build up own health. On the other hand the relation between body and mind is very close. Man's mental development happens with physical development. If anyone is unhappy for any reason, his working capability and ability reduce to a great extent.

Physical and Mental Health Development Activities

Many kinds of work are to be done for physical and mental health development. A list of some of these work is mentioned below.

Physical Health Development Activities	Mental Health Development Activities
Balanced food habit	To keep oneself neat and clean
Neat and clean	To keep oneself cheerful
Regular physical exercise	To take enough rest
Regular habit of passing stool and urine	To have proper recreation
Timely sleeping and waking up	To develop habit of reading
To know the rules of healthy living	To build up friendship and good relations
To examine health if necessary	To control emotion
Healthy dress and residence	To be relaxed
To avoid things harmful to health	To spend time with nature, gardening, love birds/animal

Role of Consciousness about Physical and Mental Health in Career Building

Where there is sound body, there is sound mind. If body or mind is not sound, man cannot do any work properly. So, it is necessary to keep healthy to do any work well. In all types of work including family work, education or service there is an importance to remain conscious about physical and mental health. If we keep ourselves healthy in body and mind before examination, we can get prepared for the examination and get better results. The role of this matter is greater in career building. It needs much hard work for building a career. If body

and mind are not kept well in this time, any planning can be futile. So, it is necessary to take effective and timely steps for the development of physical health along with mental health.

Activity 1. Getting divided into some groups, identify some harmful habits which are injurious to physical and mental health and prepare a list of them. Two examples are given for your understanding. (To take drugs, suffering from loneliness and remaining dejected.)

Activity 2. Arrange a debate competition on 'Health is the root of all happiness'.

Empathy

Man is to face many kinds of situations in his everyday life, social life, and education life or in workplace. Sometimes danger comes; sometimes additional stress is made, feelings of upset and dejection occur and one suffers from many troubles. To feel mentally 'the oneness of spirit' with this type of man in this situation is called empathy.

To feel oneness with the sad, endangered, sick or melancholy persons understanding their mental problems and becoming sympathetic towards them empathy. It can be said in other words that by placing man's all sorrows, distresses, sufferings and dejections in own sense and behaving accordingly are compassion.

Importance of Empathy

To be sympathetic in man's troubles bears special importance. Empathy plays special role in developing relationship. If we become sympathetic with the others of the family or the society in their distresses and show compassion, the door of mutual cooperation opens.

If all members of the society come to help each other in any problem, inter personal relations among them will develop. If all members of the society extend their compassionate and cooperative hands to each other, their mutual relations will be strong. They can solve any problem through mutual interaction.

Difference between empathy and cooperation

Empathy and cooperation apparently seem the same but there are some specific differences between these two. One is sense related and the other is about the reality. The topic is shown through a table below.

No	Empathy	Cooperation
1.	By expressing sensuous feelings which expresses mental thoughts	Not expressing by feelings, rather there is the existence of something material
2.	Express sympathy, to become sympathetic	To play role in removing sorrows and pains
3.	To tighten behavioural relation	To develop practical relation
4.	No need of returns	Scope of returns

Influence of Empathy in Career Development

By showing empathy the opportunity of coming closer to each other is created. As a result we can know the condition about the related man. Knowing the real condition of a man, it becomes easy to behave accordingly with him in workplace. By showing empathy, we can see the inner side of the man. All respect the one who shows empathy, honour him and he gets a status to the others. His personality and originality are developed by all these. If once empathy is shown to anyone, a kind of relation develops with him and he tries to remember it. Afterwards if that person falls into any problem in service life or real life, on the ground of former connection with the related man, there is scope of getting his assistance.

Gender Sensitivity

Human race is the combination of male and female. From the birth of civilization man and woman from their respective position have been playing an effective role in the development of social system. But with the evolution of civilization the role and position of man and woman continued to change. The attitude of male and female to each other are changing. Various social and behavioural differences are seen in them. The relation between man and woman on the basis of social attitude is called gender.

Gender does not indicate identity of the people; rather it indicates the attitude and social relation between man and woman. i.e. gender is the expected behaviours of man and woman developed from family, society and culture.

Man and woman will work together in any organization or social system on the same condition with their equal skills and get equal social status and equal monetary benefits. The process of doing any work with this attitude is called gender sensitivity.

Importance of Becoming Gender Sensitive

By becoming gender sensitive various customary and established disparities towards man, woman or any special gender will be reduced. This kind of disparities will be abolished if equality between man and woman in social condition is established. If gender sensitivity is established in all spheres of society, social and personal security of man and woman will be ensured. Mutual sense of duty and respect will create in them an idea that every person of the society has respective freedom and the right to express the opinion.

If everyone in the society is gender sensitive, the status of man and woman will increase in the society. Then none of the society will try to humiliate anyone and there will be no indifference of people to any special gender of people. Gender sensitivity changes people's mentality and makes everyone conscious of one's position and status. For this there occurs a change in people's behaviour. By gender sensitivity equal opportunity of employment for both man and woman is created. Gender sensitivity is also needed in the family so that husband and wife will be respectful towards each other. Family bond will be stronger and it will play role in family and social development.

How to Become Gender Sensitive

At first both man and woman should know about respective position, status, strength and skills. If anyone considers the position, status, strength and skills of the others, no disrespectful mentality will be built up towards same or opposite gender. If there is any negative attitude towards one another, each one of man and woman will have to change it. Because it is not possible to be gender sensitive with keeping negative attitude to each other. Family is the first educational institution. And gender disparity starts first from the family. So, family will have to be gender sensitive first. If the family becomes gender sensitive, the members of the family will grow up with gender sensitivity.

Role of Gender Sensitivity in Career Building

Gender sensitivity plays the prior role in all spheres of life. Its influence is more in work place in our country. The condition is that man and woman will work equally in workplace and get equal opportunities. But the reality is different. If gender sensitivity is maintained in workplace ignoring the priority of a special gender in appointment of workers, distribution of work, training, suitable environment, dividing duties and power, participation in the process of taking decision, benefits and honour, and evaluation of workers, priority will be given to merits, labour, skills and loyalty. If gender sensitivity is maintained in family, school, society or workplace, mutual respect, amity, reliance increase. Work environment becomes congenial. All can work according to their respective skills and competency.

Analyzing and Creative Thinking Skills

If any incident occurs, the curious man tries to find out the reasons of that incident. Explaining that incident from different angles, he tries to come to a decision. Man's effort to find out the reason is his analyzing power. When various detective branches or law enforcing agencies investigate any incident, they come to a decision by using this analyzing skills. Analyzing skills play an important role in taking decision at various levels in man's life.

Creative thinking skills are the combination of analyzing power, attitude and self-confidence. It is never possible to do anything as directed previously and systematically. Skills of thinking newly or differently about anything are called creative thinking skills. The statement "Think out of the box" is meaningful about creative thinking. i.e. Skills of thinking out of customary framework are creative thinking skills.

Steps to Analyze

For analyzing any matter, first necessary information about that matter will be collected. Then the account of the matter or incident will be known. After knowing the account of the incident, we will

Steps to Analyze
1. Collection of information
↓
2. Knowing the account of the incident
↓
3. Entering into the depth of the incident
↓
4. Analyzing the data from various sides and angles
↓
5. Taking decision

enter into the depth of the incident or matter. i.e. Really what the matter is or what the incident is, we will know that well. At the next step the matter or incident will be analyzed from various sides and angles on the basis of the data. The most appropriate solution has to be selected from all the possible solutions. Finally ensure the implementation of the approved decision.

Ways of Increasing Creative Thinking Skills

There are no definite rules of increasing creative thinking skills. By forming the habit of thinking independently and freely out of customary framework, creative thinking skills increase. Besides, trying to answer the same question in different ways, drawing any theory on paper, changing of work in daily routine, suddenly thinking of the solution of any work, thinking in delight and thinking something new, creative thinking skills increase.

Role of Analyzing and Creative Thinking Skills in Career Building

The analyzing and creative thinking skill have special importance in career building. When any decision has to be taken in education life, many things have to be considered. At that time everyone with his analyzing power considers various topics and takes decision. If anyone has proper analyzing skills, he can take the decision easily. The teacher in educational institution or the superior boss in service wants the learners or the subordinate to do the work in a creative way with his innovative power. The matter is very easy to them who can think creatively. For this reason those, who have more analyzing and creative thinking ability, are advanced in career building.

Activity: Identify each one an incident from real experience and analyze the incident according to the stages as mentioned in the text.

Problem Solving and Decision Making Ability

Man has to face many kinds of problems on the way of life. Sometimes, it is personal problems and sometimes it is family problems. There are also social problems and sometimes it is the problem of the workplace. But man does not work leaving the problems aside or suppressing the problems. Each problem has one or other solution. To get rid of problem in an acceptable way is called problem solving.

It is an important matter to take decision in doing any work. In fact, every work starts with decision making process. If someone suffers from hesitation whether he will do the work or not, whether it will be good or not, it is called indecision. Getting over the situation and keeping good and bad in consideration, proper and right decision is to be taken. Considering goal and aim of any work, the power to do right work in due time is called decision making ability.

Problem Solving Process

At the starting the problem we are facing will be analyzed. Explaining the problem from various sides, a primary idea of it will be taken. Then it will be inquired about why the problem has occurred and from where this problem has originated. Detailed information about the problem will be collected. Information needs to be collected by observation, and from faithful and reliable sources. After collecting information, these will be analyzed and the problem will be brought to a solvable process. After analyzing all data, depending on them, some possible solutions will be developed. Among the accepted possible solutions, effective and the most suitable decision will be taken. Finally it is to be confirmed whether the accepted solution is fit to be executed properly.

Problem Solving Process
1. Analyzing the problem
↓
2. Inquiring about cause and source
↓
3. Collecting and analyzing information
↓
4. Developing possible solution
↓
5. Determining suitable solution
↓
6. Executing the solution

Decision Making Process

It is needed to identify first on which matter decision will be taken in the process of taking decision. It is an important stage. Then detailed information will be collected about the matter which has already been

Decision Making Process
1. Identify what decision will be taken
↓
2. Collecting and analyzing information
↓
3. Taking alternative decision
↓
4. Determining possible result
↓
5. Taking acceptable decision
↓
6. Executing decision
↓
7. Revising decision

identified. Information will be collected from self-deep observation, faithful and reliable sources. After collecting information, these will be analysed. Along with the decisions taken earlier depending on the analysis of data, several acceptable alternative decisions will be made. Of course, alternative decisions will be taken considering the decision accepted earlier. Enough documents will be collected in favour of the accepted decisions including alternative decisions and it will be presumed what the results of these can be. The decision making process will be done on the basis of observation and self-judging ability. At this stage acceptable to all and having positive result, such a decision will be taken. Then accepted decision will be executed properly and necessary steps will be taken. The result of the finally accepted decision will be evaluated. If it appears that the decision taken otherwise would be good, revising the decision, another new decision will be taken.

Role of Problem Solving and Decision Making Ability in Career Building

Problem solving and decision making ability plays an important role in career building. In many cases it becomes a problem for the learners to select subject and institution in education life. Career building depends on taking right decision in this case. Again, after completing education life, decision is taken before entering into in which kind of organization and in what kind of work one will be engaged. In this case his career develops on the basis of his decision. So, following problem solving process and decision making process rightly and systematically, right and proper career is built up.

Activity: Identify each one a problem from real experience and solve the problem according to problem solving process as mentioned in the text.

Stress Management

In man's life many such incidents take place that result in creating mental stress. This mental stress is created from frustration for not getting, dejection for failure in work or instability and it disturbs man's normal life leading. Man gets upset and at a certain stage breaks down and becomes derailed. So we will go forward by managing stress rather than indulging into it. Overcoming stress inquiring about the reasons for mental stress and taking effective measures accordingly, is called stress management.

How to Manage Stress

To do any work properly, stress management is necessary. It is very important to have the ability to manage stress at any sphere of life. Some ways of stress management are shown below. If we can acquire these skills, we will be able to manage stress to a great extent.

1. To identify the stress-making elements/situations/persons;
2. To identify how body and mind respond to these stress-making elements;
3. To reduce the elements, responsible for stress;
4. To tell oneself to be clam. To say it repeatedly; to tell oneself. 'no situation is permanent';
5. To maintain mental strength;
6. To discuss, consult or share with friends or reliable ones. To discuss mental agony with compassionate ones reduces stress;
7. Remember that, if happiness is shared it increases but sorrows, suffering of stress decreases;
8. To work according to acceptable suggestions;
9. To exercise time management.

Importance of Stress Management

A man is able to establish control over himself by stress management. By it his mental development is attained. Emotional man has no knowledge of what is right and what is wrong and surrenders to stress. Then he is not guided with logic. So, these kinds of people sometimes cause harm to themselves. Conquering stress by emotion control one can save oneself from this kind of loss. One of the means of achieving success is controlling emotion and not surrendering to stress. Those of you who play or watch games - certainly notice how the players play controlling their emotion. In different times there are different ups and downs in career. It is not possible to execute many plans or many demands are left unfulfilled. Due to these reasons strong mental stress is felt in many times. At this time those, who keep emotion under control with stress management, come out successful.

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Group Work

By discussing, write down in group what other than these means of stress management are and present them rationally.

Time Management

All kinds of work in the world are executed through some or other definite rules or under definite management. Any work is done involving one or more persons with a motive or planned activities. These planned activities are called management. And planned use of time is time management. i.e. By use time properly, the prepared planning for its highest attainment is time management. By dividing the planned work according to time and executing them is called time management.

Importance of Time Management

By time management it is possible to complete work in time. If the work is divided into little portion of time and executed accordingly, the work is done in time. Time is not wasted because of doing the planned work by dividing the time. As a result, enough time is saved. It is possible to do many different work in this additional time. Besides, proper use of time is ensured by doing the work in this process. By dividing time and work ends accordingly, it is found that the work is being completed quickly. As the work is done quickly, there is opportunity to do different work in additional time. As a result it is found that a lot of work is being completed in short time. As time is allotted to each work by planning in time management, no part of work appears difficult. The other advantage of time management is that no work remains pending in this process.

Model of Time Management

Famous writer Peter Drucker in his book "The Effective Executive" has mentioned three stages of time management model –

Time analysis → identifying useless need → work completion

Time Analysis

Everyone should keep his own record of time at least of a week and by analyzing time, he should separate how much time is really used for work and how much time is wasted. In this job honesty should be maintained. If necessary, someone close can be kept with.

Identifying Useless Need

After time analyzing it will be found that everyday lots of work are done which are not necessary and which can be excluded if we want. We have to keep the record of these types of work and afterwards we will see these not to be included.

Work Completion

Work planning will be done according to time and the work will be completed with enough time in hand. No such work can be done in this time that will cause stoppage or disturbance.

Stephen Covey Zuvi, a famous researcher of the United States, prescribed a model of four stages for time management, which is renowned as 'Covey's Time Management Quadrant'. The model is given below:

	Now	**Time of doing work**	**Later**
Importance: Maximum ↑ Minimum	Important and have to do right now. (Do it.)		Important but not to do right now. (Decide when to do it.)
	Not important but to do right now. (Hand over someone.)		Not important and not to do right now. (Leave it.)

Role of Time Management in Career Building

Time management is very important in a learner's life. It changes the directions of the learner's life. Proper use of time gives him guidelines for future life. Those, who are devoted to time, go far ahead in life. To remain firm to the goal is an important matter for career. By time management and because of the habit of doing time-bound work in time, a learner will not deviate from his goal. By time management a learner can identify in his career which will be given preference prior to any work. So the rate of success increases. Time management keeps us ahead of others. By doing right work at right time we never fall behind

in work. For proper use of time if we commit any mistake, there is opportunity to rectify. Successful career can be built up easily through ensuring right and proper use of time by time management. It is to be remembered, 'time and tide waits for none'.

Assignment: Make each a list of your own work of the coming one week following time management model of Stephen Covey.

Skills of Using Technology

From the beginning of creation man did all work with his own hands. Gradually man started thinking how any work would be done easily and quickly. Making the proverb necessity is the mother of invention; a success man gradually started inventing all such things and methods of work that lessened man's mental and physical labour at a large scale. Various tools and methods of work invented to make work easy and for completing it quickly are called technology. It is tough to say definitely where and when the technologies originated. When man started inventing any method or tools for making his work easy, technology came into existence. Making spear for hunting animals by men or inventing fire with dry wood is acknowledged as the primary stage of inventing technology. But the technologists think that technology, in fact, has been invented since the birth of modem science. In a word, technology is some technical devices which man uses for the development of his surroundings.

Importance of Using Technology

There is a lot of work which needs much time to do. Any work is done very easily with the help of technology. For example, in the past it needed much time to husk paddy and now much paddy is husked in short time. As a result man's labour is lessened, much time is saved. Again, previously it was a very hard work to prepare the results of the examination, now in a moment results are prepared with computer. Now it is possible to work correctly with the help of technology. By researching from thousands of data, reports are prepared correctly with the help of computer. It is possible to know the result of any work instantly with the help of technology. As for example - now the result of the admission test of the university is published just after the day of the test. This is a great example of the success of technology.

Skills of Using Technology

We should have detailed idea about what technology is, how to use technology, where technology is possible to use, which tool has what function, how the tools work. At present there is fear among many with the use of technology. This fear of the use of technology will have to be overcome and technology will be used with interest. The use of technology will be started with self-confidence; otherwise it is not possible to acquire skills in using technology. So for acquiring skills appropriate and necessary training is needed.

Using Technology in Career Development

At present using technology is one of several key skills in career development. As day by day knowledge and science is expanding, all things become dependent on technology. Now from the household chores to the state level activities almost all are done with technology. Collecting and submitting admission form of different educational institutions, depositing money, knowing the results of examinations, etc. are being done by internet. If the learners have the skills of using technology, they will be able to do the tasks without the help of the others. Besides, day by day the use of technology is being increased in all places and levels of service. Applying for job, sitting for examination, buying tickets for travelling by bus, train, air etc. are being done with the help of technology. So, there is no alternative but to gaining skills of using technology in career building.

Mathematical skills

A daily account is one of the important parts of several necessary subjects related to human life. Man has to do various calculations in every stage, level, and daily activities of life. This trend of accounts has been running from the beginning of civilization. This trend of accounts of man is in literary term called mathematical skills. Mathematical skills or mathematical knowledge is to use general idea of mathematics in various levels of life. The man having mathematical knowledge can satisfy easily the necessities of accounts in daily or overall life. Ability of counting numbers, addition and subtraction, keeping accounts, understanding measurement, understanding of measuring land, understanding statistics, etc. are the examples of mathematical skills. There are

three stages of mathematical skills. Such as:

1. Introduction to numbers and general addition and subtraction, general accounts (primary idea)
2. Necessary and life related mathematical skills
3. Higher mathematical skills

Importance of Mathematical Skills

There is a great influence of mathematical skills in human life. Man does every work unconsciously with the help of mathematical skills. Such as: budget of family, all calculation from income and expenses in business to all accounts of everyday life. Mathematical skills establish man as a rational being. Man learns to think logically with it. Mathematical skills have a great role in taking right decision. As for example, a farmer can determine the valuation of whole work from sowing the corn to its harvesting, understand loss and gain of his investment. As a result, it becomes easy for him to take decision about cultivation. In such a way mathematical skills are related integrally to human life.

Means of Acquiring Mathematical Skills

At first it is necessary to get hold of the primary topics of mathematics for acquiring mathematical skills. Next if we calculate various matters related closely to our life in mathematical way, our mathematical skills will increase. Then various hard and difficult mathematical problems will be solved step by step. Daily accounts, measurement of own house, measurement of land, etc. must be done by oneself. It is possible to acquire mathematical skills by coming into contact with the efficient and experienced persons in mathematical skills. Besides, by participating in different discussions, seminars, training and workshops on mathematics, mathematical skills can be developed.

Using Mathematical Skills in Career Development

A learner goes forward in future life by overcoming many hurdles. To overcome all these hurdles many calculations, addition, subtraction or preferences are identified.To do all these mathematical skills are used. Mathematical skills have a great role in career development. When any work has to be done in short time, at that time those, who are expert mathematically, understand easily what speed is enough to finish the work on time. Special questions are set to judge mathematical skills in admission test of different educational institutions or test for employment. It is compulsory to have mathematical skills to answer all these

questions. Many times in service we come across some statistical work which are not possible to finish without mathematical skills. For this reason mathematical skills should be given special importance for well development of career.

Aesthetic Attitude

Bangla word 'Nandonik' has come from 'Nandan' which means to get pleasure from that or pleasure is given by that. As the source of pleasure is beauty, the other meaning of the word 'Nandan' is beauty. And the meaning of 'Nandonik' is beautiful. In doing any work, doing it beautifully, neatly and which appears beautiful in the eyes, that is called aestheticism. This aestheticism may be applicable to art as well as to poetry. Even aestheticism exists starting from minor work of everyday life to massive work of the state.

Aesthetic attitude does not merely mean recognizing or identifying beauty. The sense, outlook and mentality of doing the work beautifully, making the work done beautifully and presenting beautifully, is called aesthetic attitude.

Importance of Aesthetic Attitude

Everyone is the worshipper of beauty. We have to know aestheticism and the attitude should be aesthetic if we want to judge the beauty of anything, to feel pleasure from beauty. To judge the beauty as beauty is not possible for him who is not aesthetic in attitude. If the attitude is aesthetic, one can get mental satisfaction and the work can be done with pleasure.

Role of Aesthetic Attitude in Career Building

There is another kind of importance to do work beautifully because beautiful work is liked by all. If the hand writing of an examinee is arranged neatly and the presentation is beautiful in examination scripts, the teacher considers him especially. That learner gets more marks in comparison to the others only due to beauty. Aesthetic attitude plays an important role in career development. If a learner does his assigned work neatly and beautifully, teachers, classmates and the others become devoted to him and get ready to help him. In the same way if anyone can show his sense of beauty in his work in service, he is considered differently in comparison to the others and his honour and dignity remains very high. Everyone wants intimacy with him and loves him.

Group Work

Getting into small groups identify the means of gaining aesthetic attitude.

Sample Questions

Multiple choice questions

1. What is the meaning of self-consciousness?

   a. Concentration b. Self-realization

   c. Devotion d. Belief

2. Which one is most important in gaining positive attitude?

   a. Education and experience b. History and tradition

   c. Culture and values d. Environment and surroundings

3. The meaning of time management –

   i. making a time table

   ii. by dividing time, work accordingly

   iii. it is a special mode of management

Which one is correct in the following?

   a. i. b. ii & iii

   c. i & ii d. i, ii & iii

Read the passage and answer the question no 4 & 5

Komol is the best boy in the class but he does not want to be the captain. When the teachers ask him to say something in different functions of the school, he requests them to ask someone else to do that.

4. Absence of which of the following makes Komol behave like that?

   a. Leadership qualities b. Positive attitude

   c. Firm determination d. Creativity

5. If Komol had that quality
   i. he would get more importance to the classmates
   ii. he would be more successful in achieving the goal
   iii. he would inspire his classmates

Which one is correct in the following?

a. i.
b. ii & iii
c. i & ii
d. i, ii & iii

Creative Questions

Nasima received training in computer after obtaining BA degree from a college. She got a job at her first interview of her life. Some of her friends did not come out successful after appearing at several examinations. They said that Nasima is lucky, so she got a job. Nasima's handicapped brother Ibrahim cannot walk and his both hands are nearly inactive. He hates begging from his heart. He has firm faith on his efforts. Today Ibrahim is successful with his small grocery shop. His family is run with the income from the shop.

a. What is time management?
b. Explain one importance of gender equality.
c. Explain the reason of Ibrahim's success.
d. 'It is luck that can build up the learners' career?' Do you think it is applicable to the case of Nasima? Explain.

Chapter Three

Developing Connectivity and Behaviour in Career Building

By the end of the chapter we will be able to

1. explain the role of effective connectivity in career building;
2. identify the techniques of becoming a good listener;
3. explain the influence of emotion, feelings and sentiment on personal behaviour;
4. explain the importance of values in achieving success in work;
5. analyze the importance of personal behaviour in building successful career;
6. become interested to increase communicative skills for building successful career;
7. become interested to listen to the others' words attentively; and
8. become inspired to build up attitude and values suitable to career.

Connectivity and Career

Let's think what comes first in our mind when we say connectivity. Joining two things or putting together more than one thing, isn't it? If it is electronics, it may be connected with electric cable, if it is other material, it is done otherwise. But is it possible to connect more than one person together? Then, how do you establish connectivity with the others?

Man is a social being. All people live together side by side in a society. Are these people mutually connected? Can it be that all people in a society are mutually related with any invisible bonding? Do we know what the invisible bonding is?

Activity: Thread Ball Game

The learners will stand in a circle in the classroom. The teacher will give the thread ball to one of the learners. That learner holding the one edge of the thread will give the thread ball to someone else according to his choice or will. He, to whom, it is given, holding the thread will give the thread ball to another one. In this way each learner holding the thread will give the thread ball to some other. After getting all in the class the thread, everyone, to whom the thread ball has been given, will explain why he has given the ball to him.

As a man we respect each other as well as we want to live together irrespective of sect and creed. All people of the world are really tied with invisible illusory bonding. The degree of illusion is much more with the acquainted persons. We want to stay close to our acquainted persons and always wish them good. In this way we see that not only in social life but also in work place, this same thing is prevalent. All establish mutual relationship with an invisible bonding in the workplace.

Many things will be known and learnt to prepare oneself for service. That cannot be learnt only by reading books. It needs to maintain relationship with the people of different sections and professions. Besides, it needs familiarity with each other and directions of the senior to build up oneself according to the need of own choice from the wide world of service.

Let's listen to the life story of some people.

Case Study 1: Ashish Ranjan Dey lives in Comilla. He liked to be acquainted with the strangers from his boyhood. Wherever he meets them, he makes good relationship with them. He maintains a regular communication with them. After

completing studies Ashish Ranjan Dey got a job. But he had a wish that he would establish a business of his own choice. He talked to different acquainted persons about which business will do him good. He sought advice from a former acquainted renowned businessman of Dhaka.

That businessman told Ashish, 'It is very hard to get fresh vegetables in Dhaka. It will be good if you supply vegetables to the big departmental shops in Dhaka regularly' . This business idea appeared good to Ashish. He found out that some of his acquainted persons have the same kind of business in Dhaka. Communicating with them Ashish got to know which vegetable they need, how much they will pay and how much the need is etc. Then, he talked to some vegetable farmers of his locality. The vegetable farmers informed him that they did not always get good price. Again sometimes it happened that vegetables got rotten due to lack of customers in seasons of vegetables. Ashish hired a truck and started to supply fresh vegetables collecting from the field to Dhaka. All became happy, the farmers got the real price of their crops, and the owners of the big shops in Dhaka became happy for selling fresh vegetables to the customers. All praised Ashish lavishly. His business was gradually expanding.

Case Study 2: Jannatul Firdaus lives at a small village of Chandpur. After finishing higher education from the university she established a non-government organization. She makes the local people conscious of the importance of education. When she was reading in Secondary School, one of her favourite teachers gave her an idea how the establishing of relationship can be of use in service life. Keeping the teacher's words in mind, she maintained regular communication with all around her. While doing job she received various kinds of trainings. During the time of her training she was acquainted with several high officials and colleagues. Jannatul Firdaus was keeping regular communication with them. Working as a volunteer she saw that the severity of diarrhea and other water borne diseases of the children is very high in her area. The hospital is also far away. Attacked with the diseases many children die due to lack of treatment. She thought that it was necessary to do something for them. She talked to many people of her locality. She communicated with the high officials of Directorate of Health in Dhaka. They communicated with the Government and foreign aid agencies. Having received much money, a health centre was established for the children of the village and after receiving training

many became health workers. People were made conscious of preventing diarrhea and other water borne diseases. In only two years time the situation got changed. Now, there is nearly no death of the children by water borne diseases in the area of Jannatul Firdaus.

What did we learn from the life story of these two persons? Relation means really to be acquainted with the surrounding people of different sections and professions. But only acquaintance is not enough, we have to maintain regular communication. So, relation is that after being acquainted with anyone, it is to maintain regular communication with him. From the life story of Ashish and Jannatul Firdaus, we have learnt that the background of their success in service is their relationship with numerous people.

There may be many kinds of relations. Such as –

- Personal relation (For instance, we establish personal relation with our classmates; we maintain regular communication with them; we stand by each other in weal and woe.)
- Professional relation (In professional need, such as business, we are to establish relation with many; when you will enter into professional life after completing study, you may establish relation with colleague and others.)
- Social, Political and Cultural relation (Those of us who, live in the same society, stay socially united by establishing mutual relation.)

Besides these, there may be many more kinds of relations. Whatever it may be, the meaning of relation is to establish communication and to maintain that regularly. Without regular communication established relation is disconnected.

The relation is not established only between person to person. Relation between institutions or organizations can be established. Such as Bangladesh has established relation with the United Nations. But here we will learn about relation between person to person.

Developing Connectivity in Successful Career

Of course, relationship will be established with various people for success in career, profession or life. At present many jobs are given internally, i.e, without advertising in the newspapers, the acquainted candidates are appointed by interviews or written test. Thus the organizations save the costs of long employment process. So it is necessary to maintain all time communication with the people of various sections and professions who are acquainted on the course of life. It is not possible to say beforehand who, when can give you the news of any work.

Let's see with whom we will establish relationship in service and before getting job

a. The acquainted people in neighbourhood, schools and colleges;
b. The newly acquainted face in any function or social gathering;
c. Relatives and friends;
d. The officers and workers of all levels of the same department;
e. The officers of Human Resource Department;
f. The customers of serving organization;
g. The senior officials.

In business with whom relationship is established –

1. Neighbours, relatives and friends;

2. All the officers and workers of own organization;
3. The customers especially the regular customers;
4. The officers of all other organizations on which it depends in business for materials and service;
5. Local entrepreneurs;
6. Local government administrators;
7. The advertisers and mass media.

What to do in establishing relationship –

a Exchange pleasantries cordially;
b If you meet someone, of course, discuss together for a while;
c Make inquiries about the acquainted persons in their distress;
d Always speak about the subject of common interest;
e Speak about personal but not secret or sensitive subject;
f Be joyous and express cordiality by words and work;
g Make inquiries about their well being in social festivals and functions and exchange greetings
h Help if they fall into problem;
i Keep honesty, discipline and secrecy in case of relationship.

Event: Mr. Zaman and Mr. Azhar have been working in the same organization for a long time. They have good relation with each other. Besides office, they have access to their houses. Just the other day Mr. Azhar went to the invitation of Mr. Zaman on the occasion of his daughter's birthday. Though they have mutual good relation, they have some differences in their behaviours. Mr. Zaman never deceives in work. He submits work after doing them in time. He keeps regular communication with his direct superior officer. Mr. Zaman is very careful about how and when he will help him. He has also good relation with the subordinate officers. On the other hand, Mr. Azhar is well known in the office as an honest officer. No complaint has ever been received against him. He has never been late to the office so far. He has good relation with the colleagues. Usually he is not found talking at tea table. Also he does not keep regular communication with the superior officer under whom he works. But he submits

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his work every day by doing them properly. Recently Mr. Zaman has been promoted.

Activity

Explain which matter has got much importance to Mr. Zaman's promotion.

Let us be good listeners

It is very important to be a good listener for maintaining communications. Listening to anything does not mean one is a good listener, a good listener tries to listen to the others attentively and what he listens, he thinks about that. Many around us talk much and do not listen to the others or if they listen to a little, they do not think deeply about that. They are in no way good listeners. There are some characteristics which make us understand that someone is a good listener.

- A good listener listens to the speakers attentively, while listening they do not become absent-minded.
- A good listener usually listens to the speaker keeping eye contact with him most of the time.
- A good listener becomes overwhelmed with the speech, his expression changes in accordance with what he listens; (Such as – smiling slightly, getting surprised, expressing grief, etc).
- A good listener does not speak while the others speak, considering time and opportunity or after the end of others' speech, he speaks or makes his remarks.
- A good listener does not start speaking suddenly on any irrelevant matter during listening to the others or their speech; rather he, who is a good listener, helps the speaker from time to time confine within the subject matter by logical views exchanging mutual interaction with him.

Now think, do you have these characteristics? All of us have more or less the characteristics of becoming good listeners. We should try to be good listeners, because it is necessary to be a good listener for becoming successful in workplace.

Let us judge how much we are good listeners –

Read the questions or sentences below (from serial 1 to 10) and according to how you behave, put ✓sign on a, b, c, d, e. Here –

a = never do = 1

b = do not always make it do = 2

c = if I wish, I do, if I do not wish, I do not do = 3

d = most of the time I do = 4

e = always do = 5

By putting the sign after reading all sentences and putting in the equation, find out the valuation and know the remark according to valuation.

Serial	Statements	Never do	Do not always make it do	If I wish, I do, if I do not wish, I do not do	Most of the time do	Always do
		a	b	c	d	e
1	When someone speaks, I listen to it attentively	a	b	c	d	e
2	When someone speaks, I stop some other work (which disturbs attention)	a	b	c	d	e
3	Before listening to anything or anyone speaking, I decide mentally what I want to know	a	b	c	d	e
4	I stop talking to another when someone speaks	a	b	c	d	e
5	Listening to anything I gather the key words so that I can remember the subject matter	a	b	c	d	e
6	If possible, I try to take notes of the important matters along with listening	a	b	c	d	e
7	If I can not understand any subject matter by listening to anything, I ask the speaker rational questions about that matter	a	b	c	d	e
8	At the time of listening of something, I look at the speaker's eyes so that I can understand his expressions	a	b	c	d	e
9	At the time of someone's speaking I stop to divert or try to divert his attention to another side	a	b	c	d	e
10	After listening to anything I try to understand its background	a	b	c	d	e

By counting how many ✓ you have put on a, b, c, d, e in the answer of ten sentences, put in the equation below and find out your score. Your score = 1 × (the number, on how many 'a' you have given ✓) + 2 × (the number, on how many 'b' you have given ✓) + 3 × (the number, on how many 'c' you have given ✓) + 4 × (the number, on how many 'd' you have given ✓) + 5 × (the number, on how many 'e' you have given ✓).

If your score is
from 10 to 20: you are inattentive.
from 20 to 30: you need more attention.
from 30 to 40: you are attentive.
from 40 to 50: you are very attentive.

Techniques of Becoming a Good Listener

Objective and Plan

A talented man does not start any work without aim and plan, neither does a good listener pay heed to any words without any constructive aim. Before listening, a good listener decides what information he needs and how he will remember all that information. For remembering a good listener adopts some techniques; such as – devices of remembering some key words (in this case the listener remembers the key words and merges necessary information with his former learning as knowledge). But for much information the listener puts down or notes down them. If the aim is decided before listening or it is decided what information are necessary to know, it becomes easy to remember the listening information.

Paying Attention

If one wants to be a good listener, of course, he will listen attentively. It is not an easy task to listen to anything with undisturbed attention; it needs practice and efforts. Sometimes, it becomes hard to pay attention to the others or listen to their words. Again, many can pay attention to the depth of the others' words quickly. It needs really efforts and practice.

Settling Mentally and Physically

If one wants to be a good listener, he will have to be settled mentally and physically during the time of listening to anything. When someone speaks or delivers his speech, many do different work, think about many things. Doing such, nothing can be listened with attention; no one can be an attentive listener.

If one wants to be an attentive listener, of course one should have interest, be settled mentally and physically.

Speaking Eye to Eye

In our country many think that it is unmannerly to speak or to listen eye to eye to the elders. But in the case of listening to anything attentively, eye communication is very important. The listener can guess many things looking at the eyes of the speaker and build up mental communication entering into the depth of the matter. As a result, listening becomes meaningful.

Not Speaking During Others' Talking

When someone speaks, we should not speak. If we speak during the time of someone's speaking, we shall not listen to him clearly neither does he listen to us. So, to be an attentive listener, we shall build up a habit of listening attentively, keeping silent when the others speak. At the end of one's speaking, another one will speak.

If we make these means as part of our behaviour by regular practice, we will be good listeners. It is very important to be a good listener in achieving success in life, especially in service.

Activity

How would your behaviour be in the case of listening attentively to the others? Explain.

Personal Behaviour

Personal behaviour is very important for establishing effective relationship. The importance of personal behaviour is undeniable in achieving success in career. But what does personal behavour really mean? Personal behaviour is the expression of our emotion, feelings and sentiments. If we want to succeed in service, our personal behaviour should be refined; our personal behaviour will have to be such that it will not only be acceptable to the others but also deserve of praise. Let's judge a situation –

Case Study: Hasan Ali works in a non-government development organization as a field supervisor. His responsibility is to monitor the activities of the fieldworkers and to coordinate their activities. Once an allegation of corruption was raised against a fieldworker. Being informed of the corruption, Hasan Ali investigated its truth. As the allegation was proved, he called the fieldworker and asked him to explain why he had committed the corruption. The accused

fieldworker started telling about his want and many problems. Hasan Ali without being emotional took serious step against the accused person. As a result, no other fieldworker or worker got involved in any corruption. It resulted in spreading Hasan Ali's fame as an honest officer as well as the image of the organization became bright. If he did not take serious action against the corrupted worker, he would get involved in more serious corruption. As a result, the image of the development aiding organization was lessened as well as local people would become the victim of loss.

It is about service life. But before entering into service life, refined practice of emotion, feelings and sentiments is necessary.

Emotion

Every man has emotion. Sometimes, man becomes very happy, leaps in joy. Sometimes he gets excited, sometimes he becomes sad, keeps grudge, and again sometimes, he becomes agitated. The means of expressing man's joys and sorrows are called emotion. Emotion is man's special mental condition. The expression of man's mental condition mixed with his sense is called emotion.

It is a kind of emotion that we love our country very deeply. Again, we like something very much or dislike intensely, that is also a kind of emotion. Emotion is very meaningful for keeping our individuality. Emotion controls our relation and interaction with the people around us in real life. Emotion is generally short-lived. But if any matter is related to real life or based on philosophy, in that case emotion related to that matter lasts long. Our mutual relationship is related with emotion. How our relationship with our parents, brothers and sisters, friends or colleagues is that depends much on how our emotional attitude towards them is. In workplace emotion becomes very important especially when we work together in group. In workplace sense of mutual respect, compassion, belief, reliance, etc. are dependent on emotional attitude.

Control Emotion

Emotion has both good and bad sides. Positive emotion helps a man develop himself whereas negative emotion leads him to destruction. So there is necessity to control emotion. People having emotion cannot accept logic. Analyzing both good and bad sides and ignoring the importance of own loss or gain, if one controls one's emotion logically, it is called emotion control. i.e. without being overwhelmed with emotion, if we behave rationally, it is called emotion control.

How to control Emotion

In order to be developed or established in life, we must control our emotion. To control harmful emotions like fear, anger, malice, envy, despair etc. we need self-confidence and continuous practice. We should never be pensive. We have to keep in mind that childhood and boyhood are the most beautiful periods of life. At this time no one has to bear heavy burden of responsibility. Therefore, we have to fully concentrate on studying. If time is available, we should read some good books besides our textbooks. We have to go for outing, take part in games and sports. We should express our troubles and problems to our parents. Anger, envy, fear, frustration are various manifestations of emotion.

The ways of controlling these types of negative or harmful emotions are given below:

1. To identify the cause of anger, fear or frustration;
2. To take action to remove the cause/causes;
3. To discuss the matter freely with reliable relatives, near ones, teachers and friends;
4. To follow the suggestions of reliable people who love themselves;
5. To have firm determination to get rid of fear or frustration;
6. To bear in mind that nobody likes an angry or hot-tempered person.

Controlled emotion makes like beautiful, enjoyable. To be guided by excessive emotion may cause many troubles. Therefore, it is very important to control emotion.

Activity

'Excess of emotion is harmful for professional life'. Give logic to the topic.

Feelings

Feelings last long in comparison to emotion. Any matter or any event that creates a sense in the depth of our mind or in the closest corner of our heart, is feeling. Emotion begets feelings in our mind.

Such as, we have permanent feelings of love towards our own persons. Our feelings can be different to different matters in our workplace. When we like any work, a feeling of our liking to the work is created which inspires us to

stick to the work or to do the work. When any new matter comes before us or any new event occurs before us, a sudden feeling to the matter or the event creates a kind of feeling in us.

There is much importance of feeling in creating relation with the colleagues in workplace. Even when we appear at any kind of viva voce to get any job, our manner and behaviour, emotion and feelings etc. also create a kind of feeling in them who are present before us as examiners. When they decide to select any candidate for the job, that feeling plays a vital role in taking their decision.

Sentiment

That mood is sentiment which is created in our mind as a result of our emotion and feelings about any matter, event or doctrine. Sentiment can be of two kinds –positive sentiment and negative sentiment. Positive sentiment hastens the success, so negative sentiment hampers the success. Positive activities and sentiment are acceptable to all. If you really want to be successful, it will be your first duty to create positive sentiment and to keep it also in the same way. Perhaps this story is known to all. Two sellers of a shoe company were sent separately to a remote locality for determining the prospect of shoe marketing. Coming back one reported that there was no market for shoes at that place. Five thousand people live there but none wears shoes. Another reported that there was a great prospect of shoe marketing at that place because none of five thousand people wears shoes. Can you tell whose sentiment is positive and whose sentiment is negative?

A pessimist can find problems in the midst of much prospect and an optimist can find prospect in the midst of many problems. When you lead a work, the work will be completed if you do not have positive sentiment but your positive sentiment will encourage all to do their best. Positive sentiment is very necessary to achieve success in workplace. Let's know how we can be the owner of more positive sentiment:

Doing the Work in Line of the Goal

Before starting any work, think how it will reach you to your goal. If there is no harmony between your work and your goal, it is better not to do it. Aimless work will waste your time and energy.

Staying Firm in Goal

Of course, generally you are to take decision in many cases of life and the result you want, the work should be arranged accordingly. But to expect a definite result beforehand is foolishness. If the result is not achieved due to any reason,

you will get frustrated. Give the best efforts to achieve the goal but do not think much about the result. If success does not come in one time, efforts will be carried on again and again.

Building Friendship with the People of Positive Attitude

People unknowingly get influenced by the people around him. People also intimate others. It means if you are associated with the people of positive sentiment, its influence will fall on you. And if you are associated with the people of negative sentiment, its influence will also fall on you. So you should try to be associated with the people of positive sentiment.

Taking the Others' Inability Easily

The working ability of all is not the same. Someone might not have done the work just in the way you would have done this. To feel disheartened with it or to laugh at him with someone or to make bad remarks will not be justified. This is a kind of inferiority complex.

Praising the Others' Work

The feeling of gratitude will be built up when you consider your attainments great leaving aside the slightest distress of life. You will express your gratitude with smiling face for the gifts given by the others. You will not forget to praise the others' work.

Values in Work Success

> "Try not to become a man of success, but rather try to become a man of value"- Albert Einestine

We will be surprised to know that the distinguished scientist Albert Einestine started career as a clerk in an office. From a statement of Albert Einestine it is understood how far the values are important for success in work. Not running after success, Einestine spoke of gaining values. And it is value which can bring forth work success in the real sense, can introduce one as a honoured man to all in the society. It is said 'A rascal though learned should be deserted'. Why values are given importance in Einestine's statement or in the proverb, how values help us succeed in our work or in workplace, we will learn the topic from this lesson.

We will discuss some grounds of values in workplace.

Dependency and Reliance

We have to work in group in workplace. Working in group one is to depend differently on the others in work. We feel comfort to work in group with them,

on whom we can be reliant, on whom we can depend by giving them any task or responsibility. If you watch, you will notice that you make friendship with those who you believe; whose manner and behaviour, thinking, nature you like; on whom you can depend. Workplace is not different from that. In workplace all want to make a group with them who are efficient, whose values are refined, above all giving whom the duty we are relieved.

Honesty

We all know that honesty is a part of refined value. Honesty is not only priceless in personal or social life but it is also valuable in workplace. All want to be the colleagues of an honest man, want to give an honest man the work or the job. All dislike those who are dishonest, want to stay away from them. Workplace is not different from that. In judgment of the employer or appointing officer, a job-seeker's honesty plays a vital role. Today employers are very conscious and they are especially efficient in determining the level of job-seeker's honesty. If anyone has dishonesty in their mind, the employers understand that easily, no matter how efficient the candidate is. In the business it is the same, none wants to deal with dishonest businessmen.

Discipline and Order

There are some rules and regulations in every organization. Of course, we must abide by these rules and regulations to be successful in service. Discipline and order are the identity of refined values, a man with refined values are always disciplined and orderly. In the society where he lives or in the organization where he serves, he tries to abide by the rules and regulations of the society and the organization.

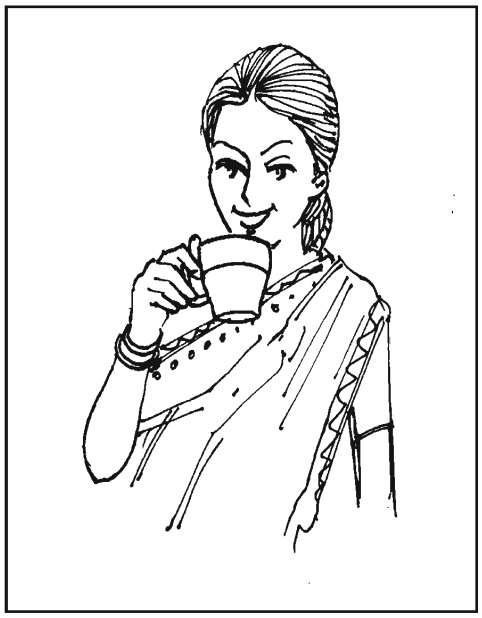
Punctuality

Punctuality is very important in workplace. It is very important to do any work in time. These words are realized in proverbs and maxims and even in the song of Lalon –'If time is gone, no attainment will be achieved'. In workplace all do work in groups. If someone does not complete his task in time, all fall into troubles for this. Besides, it is very important to go to office on time or to start business in time. It becomes easy to gain success if each work is started on time.

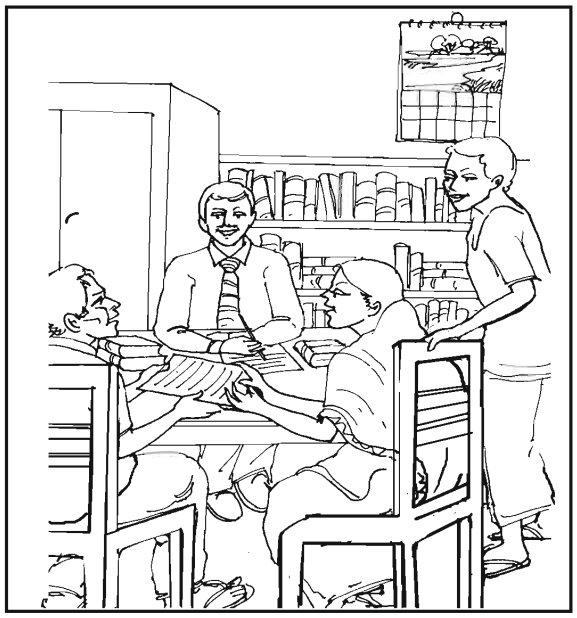
Mutual Empathy and Belief

Without mutual empathy and belief in work place no work is possible to do. If there is no mutual empathy and belief in any group in workplace, it will not be possible for that group to do any creative work. Besides, all in the group are to take responsibilities in group work. If anyone has any fault anywhere, others should come to his assistance so that the group can be successful in performing the duty.

Personal Behaviour in Career Building



Behaviour which is normal



Behaviour which should not be practised

Personal behaviour is the most important of all in career building. Because, your personal behaviour is the only means of expressing what you have in you. We can understand by the behaviour whether any man is honest or dishonest. We do not like any ill tempered man, because, his behaviour does not give us relief. Rather it causes irritation. Behaviour needs to be controlled and gentle for doing better in professional life. Otherwise it is not possible to go far. Only by personal good behaviour many ordinary people have been working in extra ordinary posts, have become the owner of large industries from small entrepreneurs. Before starting the career till its ending personal behaviour needs to be polite and suitable. Otherwise there occurs problem or hindrance in the same time or other.

Our mind and mentality, habit and bad habit are all expressed through behaviour. No organization will want to provide with the job to them who are impolite. Rather people want to give the job to polite and gentle one. If anyone appearing at job interview and picks his nose, the appointing authority will consider that he has behavioural problem. All the behavoiurs that are acquired in building professional life including service, business are –

- ❖ to be polite, modest, gentle, neat and clean;
- ❖ to be conscious of time and there will be the uniformity between words and work;
- ❖ to be polite with both superior and subordinate colleagues;
- ❖ not to be angry or not to express irritation in complex situation, rather to manage the situation in cool brain with a smiling face;
- ❖ to sit properly without showing arrogance at the time of job interview or when any customer comes to own organization. Do not sit or stand in such a way that it can express audacity;
- ❖ not to do personal work publicly;
- ❖ to adopt more carefulness in behaving with the colleagues of opposite gender;
- ❖ to talk cordially and smilingly to all;
- ❖ to ask for direct help from the colleagues without importunity if we fall into any problem and to talk to them keeping proper respect;
- ❖ to express own inability but this inability will not be expressed first without efforts;
- ❖ to look at the superior officers with respect without getting afraid;
- ❖ not to share frequently own personal problem with all.

Role Play

A play will be staged in the classroom. Creating the atmosphere of the office, the learners will play the role of mutual colleagues. A learner will play the role of an ideal behaviourist and one will show all the behaviours that will not be done. Then a learner will play the role of a senior officer to teach him the right behaviours. Characters will be selected by lottery.

Sample Questions

Multiple Choice Questions

2. What is it said to like or dislike something?

   a. Behaviour b. Attitude

   c. Emotion d. Reliance

1. Which one of the following values is the most important achieve success in work?

   a. Honesty b. Punctuality

   c. Discipline d. Aestheticism

1. It is applicable to feelings that –

   i. It lasts longer than emotion

   ii. It is the result of our emotion and feeling about the event or doctrine

   iii. In many times it revives the pessimist

Which one is correct in the following?

   a. i. b. iii

   c. ii d. i & ii

Read the passage and answer the question no 4 & 5

Jesmin behaves tolerantly in both her family and office. But sometimes she reacts strongly against the behaviour of the colleagues. She praises any work if it appears good and when it appears bad, she does not make any delay to express her reaction.

1. What is called this characteristic of Jesmin?

   a. Image b. Sentiment

   c. Feelings d. Emotion

1. Due to this characteristic Jesmin will get-

   i. compassion in workplace

   ii. the bad behaviour of the colleagues

   iii. the trust and reliance of all

Which one is correct in the following?

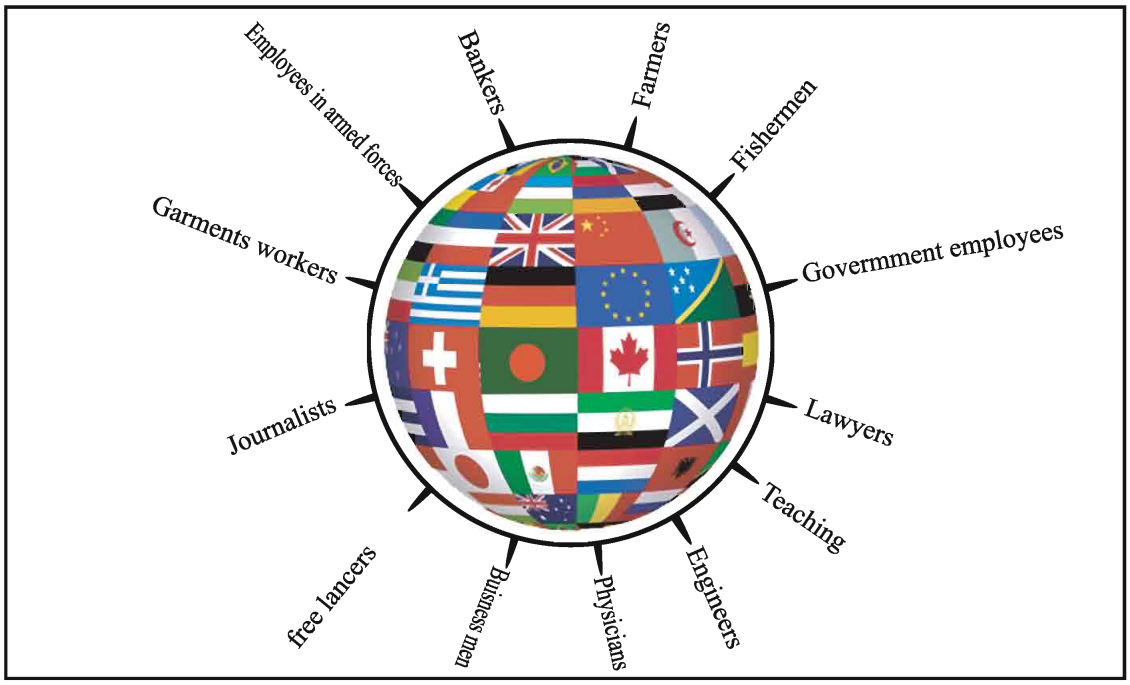
a. i.
b. iii
c. ii
d. I & iii

Creative Questions

Nusrat Jahan is a girl of a small town of Bangladesh. She is of shy nature and does not talk looking at anyone. She has completed honours and masters from a college in psychology. Nusrat is quite intelligent. What she does, she does it attentively. She is ready to try her level best for becoming successful. She applied for several jobs, some of which she appeared at the interview and written examination; but she did not get the job finally. As Nusrat did not get job, she felt distressed, but she did not fall down. Rather she tried to find out why she did not get job. It has appeared to Nusrat that she is weak in English and using Computer in comparison to the other competitors. Besides, during the time of interview a behavioural weakness was remembered.

a. What is mentality?
b. Explain honesty.
c. State the weak point of Nusrat's behaviour during the time of interview.
d. Is Nusrat's weakness really a weakness in getting a job by appearing at a competitive examination? - Analyze.

Chapter Four
I and My Workplace



By the end of the chapter we will be able to -

1. identify the important job sectors at local, national and international levels;
2. explain the job opportunities of the Bangladeshis in the international arena;
3. explain the role of mass media and web sites in finding out job/profession/work;
4. explain the importance of self-employment;
5. explain the process of applying for a job;
6. state the strategies of maintaining good relations with the colleagues at work;
7. present a report by searching different work sectors through using mass media and information and communication technology;
8. participate actively in career fair arranged by the school;
9. become interested in building own future career by knowing about career in local, national and international levels and
10. become motivated in lifelong learning for consolidating and more enriching the career.

Existing Work Sectors in Bangladesh

Time is full of motion. With the motion of time society is changed, our surroundings, work environment and context are changed. A great change has taken place in workforce of our country. Only forty or fifty years ago the profession of most of the people of our country was cultivation or serving in agro-based industries. Now Bangladesh is more advanced; a great variety has approached to workforce for keeping pace with globalization. Today what kind of work opportunity in local and national levels we have, which professions are possible to accept – that we will know from this lesson. Side by side, we shall try to know a little about what kind of work opportunity can be created for us in future. It is very important for us to know deeply about the workplace; then we will be able to accept the profession suitable to our dream and interest.

Local Level

The society and culture of Bangladesh is as diverse as its nature. In thinking about Bangladesh many say that there is less opportunity of work in our country especially in local level. This is not at all true. Since long ago the society of Bangladesh in local level has been enriched with the collection of refined and varied workplaces. In every village there were people of many classes and professions including potteries, farmers, blacksmiths, fishermen, businessmen, teachers etc. They selected the profession on the basis of family tradition and their own interest; sacrificing their merit and work to their best they made the economy of the country and the village moving. There are still many professions around us and there is opportunity to gain respect as well as to become financially affluent in those professions. It is only to look at with open eyes, arrange the future newly in a new way by using own intellect and creativity.

Let us know about the opportunity to take the professions that we have around us in local level at present.

Cultivation

Cultivation is one of the most primitive professions of the world. Like all the countries of the world in this country millions of farmers are working day and

night for fulfilling food demands of the people. Many look down on cultivation. They think it is a worthless work. In various countries of the world cultivation is a profitable profession. In American and many European countries, after receiving higher education in agriculture, many come back to their own village and do cultivation. Of course, they do not do cultivation unconsciously like us. They cultivate the land scientifically and their production is much more. As a result those countries, after meeting up the internal demand of food, export the food grains abroad and earn a lot of foreign currencies. Respected farmers of this country can really move the country to the golden peak of prosperity.

There are fewer countries of the world having such fertile land as Bangladesh. Hence the country needs modern farmers. Can we be the modern farmers? Do we know the skills necessary to be a modern farmer? To be a modern farmer, at first education is necessary. Without being educated it is not possible to get total idea when cultivation will bring much profit, how it is possible to cultivate scientifically, by using which fertilizer the production will be good etc. Those, who are not educated, in most of the time cannot know the right information in time. Without being educated, it is not possible to read the regulations inscribed on the packet of the seeds and the fertilizers, as a result these are not properly used on the land. When any educated man does cultivation, he considers all matters relating to cultivation, by understanding his loss and gain and his ability he initiates cultivation. Reading Agriculture Education in secondary level, many things about modern cultivation are known; if one is educated, it is learnt by reading other books. Educated farmers can reduce the cost of cultivation by making organic fertilizer as well as get much production by proper care and management. Education introduces man with newer technologies. The work becomes easy by using the new technology and a lot of work is done quickly. Modern farmers can get much profit from it. By cultivating vegetables today, many are able to lead a financially affluent life. Do we want to be such one?

Animal Husbandry and Poultry

The profession of animal husbandry is as old as cultivation. Animal husbandry is profitable on commercial basis; it is possible to do that easily. The land of Bangladesh is very fertile. If we keep here any land fallen, plenty of grass grows

there. Besides, foods for the animals and the birds are produced easily on this land which is not possible in most of the countries of the world. The climate of many countries is very cold; very often snow falls. Animal husbandry and poultry are very difficult in those countries. But in Bangladesh snow does not fall and it is not as hot as the desert. This moderate climate is best for animal husbandry and poultry. It is only necessary to rear the animals and the birds consciously with the help of scientific technology in modem and scientific way. If you want, many of you can do animal husbandry and poultry in modem way. By buying 10 high quality mulch-cows at the cost of only four lacs and a half or five lacs taka, and by rearing them in scientific way, it is possible to earn at least five or six thousand taka everyday i.e. monthly one to two lacs taka. Is it not surprising? Let us calculate–

A cow of high quality gives 10-15 litres milk every day. Suppose your cow gives 12 litres milk daily. You have 10 such cows. At present the market price of milk is 50 taka per litre. Then the amount of milk of 10 cows is 120 litres. So the daily income will be 6000 taka. Then in a month the income will be 1,80,000 taka.

Again these cows will give birth of calf regularly. By selling them it is possible to earn a lot. Sarne kind of profit is gained in poultry (such as – rearing and keeping duck, hen, pegion, etc.) But in every case it will have to be done scientifically; otherwise it will not be possible to make profit. And if poultry is done scientifically, first it will need one to be educated. The related matters will be known deeply.

Activity

Write about an educated farmer of your village or your acquaintance. Analyze by collecting information about how he takes care of the crops, how he sells the crops with more profit.

Jobs in Local Development Partner Organizations

In all the areas of Bangladesh there are many NGOs which run different kinds of development activities for the locality. If one works in these NGOs or in local development partner organizations, on one side a regular source of income, on the other hand, a role is played for the development of the people of the country and the society. All these development partner organizations work in various issues of the society including education, health, agriculture, animal husbandry,

pisciculture, children and women's right, disaster management, children protection, etc. To get a job in these organizations, on one side, one has to be skilled in English language; on the other hand, one has to acquire professional communication skills.

Jobs in Local Factory

In every area there are some special kinds of factory; such as – ship breaking industry in Chittagong, launch making in Narayanganj etc. By doing jobs in these factories we can also lead our lives. Apparently it seems that the salary of these factories is less. If you notice minutely, you will find out that the salary of the unskilled workers is less in these factories. Those, who are skilled in various fields of these factories, earn a very handsome amount. It needs different skills for different factories. We will have to know the requisite skills before applying for job and we will have to acquire those skills before applying for a job. Bangladesh government, through youth development training activities, arranges many kinds of training. Besides, there are opportunities of acquiring many kinds of skills in Technical and Vocational Institutes. By knowing and understanding, we will have to advance forward with proper planning; if one becomes efficient and hard working, in spite of starting the career from a small range, one can be great, much reputation can be achieved.

Business in Local Scale

Since the primitive age of the world business is a prestigious profession. Business can be done in variety of small to large scale; business can be done with various goods. Many kinds of business can be done depending on interests, skills and capital. The most common businesses of our country in local level are – raw material business, fashion material business, cloth business, fruits and vegetables business, fish business, stationary business, vehicle and transport business, etc. Whatever the business may be, if it is done with honesty, devotion and hard work, it will ensure prosperity.

National Level

In Bangladesh there are many kinds of job opportunities in national level. There are job opportunities in government, non-government, foreign and many kinds of multinational companies. Along with that there are opportunities to do business in national and international levels. For this reason the goal will

have to be determined by the learners at the beginning of education life and many kinds of requisite skills will be achieved accordingly. Those, who are efficient in professional work, are offered job with various facilities.

Let us know about some of the job and business opportunities that are available in different sectors of Bangladesh.

There are many opportunities of jobs in national level in our country. Such as, job opportunities in government, semi-government, autonomous or non-government organizations. There are defense and civilian sectors in government job.

Cadre Service

To say about government job in Bangladesh, the name of the job that comes first is cadre service. There are 29 cadres in Bangladesh. Only educated citizens of Bangladesh have the opportunity to do jobs in each of it. Bangladesh Public Service Commission recommends those for jobs after selecting the cadre officers by various competitive examinations from the citizen of not more than 30 years having graduation or post-graduation degree (according to the characteristics of the cadre). Then the Honorable President of Bangladesh appoints the cadre officers. Besides doing the job of the highest level of the country, the cadre officers receive many facilities. So it is the first chosen profession of the educated citizens of the country. If we want to get these jobs, we will study properly in every level of education.

Teaching

A teacher makes students suitable for future generation. The status of the teacher is above all irrespective of country, period and race. So, you can start your career in this knowledge distributing noble profession. If you choose teaching as profession, on one side, you will get honour and status; on the other hand there is beautiful and secured life.

First stage of education levels are pre-primary and primary education. Almost every year teachers are appointed in primary schools. If you want to be an assistant teacher in a government primary school, it needs passing of HSC for female and Graduation for male and a degree of one year on Certificate in Education from Primary Teachers' Training Institute (PTI). If he wants to be a

Head teacher, he must have B. Ed Degree besides Post Graduation. However, teaching career can be started in non government primary schools, kindergartens and people owned educational institutions.

Every year teachers are also being appointed in secondary educational institutions. In secondary educational institutions teaching career can be started if one has at least 2nd class in Graduation or Post Graduation degree in education life. In this case those, who pass in the recruitment examination of the government institutions, are directly appointed. On the other hand it needs passing of registration examination for teaching in non government institutions. At present NTRCA gives appointments in the vacant posts of non government educational institutions. In higher secondary level there is difference in appointment process between government and non-government institutions. If one wants to teach in government colleges, one has to pass BCS examination. And if one wants to teach in non government colleges, one will have to pass registration examination. In the case of teaching in college one must have Post Graduation degree with honours in respective subject. The highest level of teaching is university teaching. Many students have dream to be the teacher of the university. For this, it needs excellent results at all levels of education life.

Law Related Profession

At present all are becoming interested in law profession for honour and ensured future. Now newer dimensions and prospects have been added to law profession. In this prestigious profession usually man comes beforehand. Over time women are coming to this profession. In addition to the opportunities in the Lower Court as Judges or Lawyers, there are prospects of becoming a Lawyer or Justice in the Supreme Court. Besides building up the profession as government pleader in Lower and Higher Court, there is opportunity of becoming Notary Public.

Besides Judicial Division, the Lawyers have the right to plead the case in Administrative Court. Even the Lawyers can work in the court and in chambers and farms outside the court as in-house Lawyers. To be a lawyer, one is engaged in law profession after having a Bachelor's degree in law by passing the competitive examination from the Bar Council. Of course, this process is for the Lower Court. The process of becoming the Lawyer of the Supreme Court is

further passing of Bar Council examination along with work experience of a definite period in the Lower Court for a certain period.

If someone wants to be a Judge, he will have to pass the assistant Judge Employment Examination of the Judicial Service Commission. If anyone has the experience of at least 10 years as a lawyer, he will get the opportunity of becoming the Justice. A Lawyer has the opportunity of becoming specialist in different subjects, such as family, lands, criminals, writ, company, labour laws or income tax, etc. In addition to these, some more new sectors have been created in the law profession, such as, intellectual and proprietary right, trademarks, patent and design related legal work etc. Work range with environmental laws has been extended throughout the country. Besides, the sectors of conducting journalist case in Bangladesh Press Council and case related to customs and VATs are also increasing. As a human right worker, wider work opportunities have been created in government and non government agencies. Different government and non government Bank and Insurance companies of our country are currently employing legal officers. The opportunity of law journalism has increased compared to previous times. So in recent times each of the lawyers is being interested in diverse matters.

Bank and Insurance

There are opportunities for the educated citizens of the country to do jobs in the Bank and Insurance sectors. There are both government and non-government Banks and Insurance companies in Bangladesh. It is a very dignified profession. There are also many facilities in this profession. Besides doing the jobs as officer, there are opportunities of doing job as various kinds of employees on the basis of educational qualification in these organizations.

Garments Industry

The Garments Industry of Bangladesh is world famous. The readymade garments of the country as well as its various ingredients making industries have worldwide appreciation. Since the 80s the readymade garments has started to develop as a sector of export. Gradually internal market of this industry has expanded quickly. The employment opportunity for skilled and unskilled manpower has been opened by this industry. There was a time when the educated youth were not interested in this industry. But because of present work facilities and suitable salary structure many educated youth are starting their career in garments industry. It is not that the employment opportunity is being created only for the educated people in this evolutionary industry of the

country; many unskilled and backward youths of the country are earning their livings with their labour in this industry. There are opportunities of doing the job in garments industry as Merchandiser, Managing Officer, Accounts Officer, Fashion Designer, Production Officer, Business Officer etc. In addition to these posts, there are some more posts where there are also opportunities to do much work such as Finishing in Charge, Cutting Master, Quality Controller, Dyeing Machine Operator, Pattern Maker etc. By doing the work in this post, it is possible to succeed in career. Training is very important and urgent in garments industry. Without training no success is achieved in any circumstance in the sector. As there are many divisions in garments sector, it is necessary to receive training according to the subject on which one will start career.

Vessels and Water Transport Industry

Now the opportunity of becoming the manufacturer of sea going ship is at the door, because new horizons of prospects in the country have been created around ship industry. Many companies are exporting international standard ship to the foreign countries. As the market expands to national and international level, the skilled manpower is being looked for constantly by the ship manufacturing companies. As a result, work opportunities are being increased in this sector. A Naval Architect prepares the design of the ship according to the need of the customer. Again, the design of the total ship is divided into several parts. Then, Ship Building Engineer performs the duties of welding, frittering, printing and ensuring of the use of quality parts etc. All work is done by minute watching, because the customers give the responsibilities to different international companies for ensuring the quality in ship building. In addition to Ship Building Engineering, there are opportunities of doing work as Assistant Engineers, Supervisors and Quality Control Officers. There is also a great demand of the profession and work opportunity with good salary in foreign countries. Under Technical Education Board of Bangladesh there is a government-run Bangladesh Institute of Marine Technology Training Centre in Narayanganj where courses on Diploma Engineering in Ship Building Technology of four years duration and Ship Building, Ship Fabrication and Ship Building and Mechanical Draftsmanship of two years duration are run.

Automobile Industry

One of the main transports of people is vehicle. In the past few years the use of cars has increased greatly in the capital city along with the other big cities. In

comparison to the past, at present cars are being imported many more in the country. You will be pleased to know that at present in our country only the chassis of the bus, track, and auto-rickshaw are imported and manufacturing is done here. Automobile technology industry has flourished fast for subsequent servicing or repairing of these cars. And skilled Automobile Engineers are very necessary for many kinds of work of this industry. Those having interest in this industry, keep their eyes to this side. The key work of the automobile industry are the making of new cars and selling them and all subsequent technical work including repairing and servicing. Generally there are three categories of work in this industry. These are production, sales and servicing. The Engineers with technical knowhow have a great opportunity to show their skills in this sector. Sales Department performs the work of marketing, selling and distributing of the cars. In accordance to the understanding of the need of the customers, the main duty of this department is to present the good idea of the car and the detailed information about the engine. Servicing after sales means various kinds of servicing and repairing of the car with warranty or with paying the service fees. This is also another main task of this department.

Receiving training in this industry, there is opportunity to work independently with setting up an automobile workshop.

Potential Profession: Freelancing

The key meaning of freelancing is free profession. i.e. It is a profession of earning by work freely. It is easy to say, different organizations make various kinds of work done by Internet system. All these jobs getting done by anyone outside own organization are called outsourcing. Those, who work outsourcing, are called freelancer. The work in outsourcing sites or online market places are divided into various divisions. Such as: web development, software development, networking and information system, writing and translation, administrative assistance, design and multimedia, customer service, sales and marketing, business service etc. Doing the work by Internet system, it is possible to earn online. Freelancing is possible to take as profession if one has skills. So, it is to prepare oneself beforehand for determining freelancing as profession.

As freelancing is a free profession, here work accountability is much more than personal accountability. If the work is not proper and if there is no transparency in work, one does not gain success in this sector. There are many web sites where outsourcing work is available. Internationally known and reliable address of some web sites is given: www.upwork.com, www.freelancer.com, www.elance.com, www.getacoder.com, www.guru.com, www.vworker.com, www.scriptlance.com etc.

Development Projects

Every year Bangladesh government takes up many projects in various sectors to complete various development work quickly. Skilled manpower is appointed during the tenure of the projects. The job in the project is short termed, but by achieving skills here, opportunities are created for another job or self employment. There are opportunities of employment for both officers and employees in the projects.

Agency of Defense and Security

In government level there are many job opportunities in defense sector. One can join Bangladesh Army, Navy, and Air Force along with the other forces if one is sound, physically competent and educationally qualified. By doing jobs in armed forces one can not only serve the nation, but by serving in international peace keeping force also plays the role in world peace keeping. So, it is a very attractive job to many. Besides, the appointments are given in a large scale every year in Police, Anser, and Border Guard. At present many private security agencies have been initiated. There are job opportunities in these agencies also.

Besides, there are more than a hundred professions which can be accepted at national level in Bangladesh. Non-government development organizations create many job markets per year. Engineering and medical sectors are expanding day by day in Bangladesh. Agriculture, engineering and research sectors are also expanding. There are a lot of job opportunities in every nook and comer of Bangladesh. Many multinational companies are running their activities at the national level in Bangladesh. A lot of skilled and educated workers are needed in these organizations.

Assignment :

Make a list of the professions that you know about. To take these professions where and on which subject are to read and where to get the work opportunity etc, Now by including the information prepare a report.

Work Opportunity at International Level

There is someone or other of many of our relatives who works outside the country. The Bangladeshis working abroad send money to the country for family. As a result the reserve of foreign currencies especially the reserve of dollars increases in the county which is very important for our economy. So, not only solvency comes to own family by serving abroad, but also the economy of the country is enriched. If we think, we can remember many of the countries where many Bangladeshis are giving physical and intellectual labour.

There are many opportunities of work outside the country. A great number of Bangladeshis working abroad send thousands of foreign currencies every year. By it the economy of our country is running. The Bangladeshis are working in different kinds of professions in different countries of the world. It is found in observation, most of the Bangladeshis work in the Middle East. In Europe, America and Australia a large number of Bangladeshis are working as Teachers, Physicians, Engineers and workers. There is no chance to look at any work mean. We call them workers who do physical work. His honour is no less than a teacher, physician or engineer because if someone or other did not do physical work, our civilization, society and state would not have built up. So we should pay honour to the people of any profession.

Asia

Technologists and the graduates in Business Education can go with direct jobs to the Asian countries like China, Malaysia, Singapore, Vietnam, etc. Receiving technical education in Malaysia, it is possible to get work with high salary. Reading at University level and receiving higher degree there is opportunity to get appointment in Malaysia as University Teacher. A great

number of Bangladeshis are showing their competency there as Teachers. Working in multinational business organizations, with promotion there is opportunity to work with high salary in these Asian countries, especially for the students of Business Administration and Engineering. Of course, one will have skills in that work for which one will go. Otherwise there will be many problems in foreign land. Before going abroad, necessary training will be received to stay in that country which is provided officially. Under government supervision various non-government agencies also run the work. If anyone goes abroad without education, one may fall into many troubles. It should be ensured first whether any agency showing false jobs is sending people to foreign countries or not. In that case communicating with Manpower Export Bureau will be helpful.

Group Work

Everyone in the class will interview the learner beside him. The subject of the interview will be 'in which subject do you want to study or receive training?' Which country do you think the most suitable to go for work after finishing education or receiving training?' After finishing all interviews, everybody will present their interviews before the class. Teacher will assist.

Arab Countries

If we notice we can see that there is the most opportunity to work in the Arab Countries, i.e. in Saudi Arabia, Qatar, Kuwait, United Arab Emirates, Bahrain etc. Every year a large number of people are hired in all these countries from abroad for different mills and factories, roads, business even government work. Majority of them are the Bangladeshis.

The Bangladeshi workers are working with dedication from constructing high raised building, bridge and culvert, producing various goods in mills and factories to government organizations, i.e. hospital, air-port, school, office and court. Those Bangladeshis who are technically educated, work with high salary in hundreds of sectors including refrigeration, welding, glass and ceramic, aircraft maintenance, dress making, automobile technology, machine operator, computer maintenance, car driving etc. The workers, who are skilled and sound in language, are of more demand.

The mine workers are greatly in needs in the Arab Countries, because most of natural fuel is got in the ground of this locality. So, the work opportunity is ensured in the Middle East, if one has technical skills of the work of lifting gas and oil.

Ministry of the Expatriates Welfare and Overseas Employment of Bangladesh Government always tries to send the skilled workers to the Middle East. Manpower Export Bureau of the government directly works in this sector. And government approved several non-government agencies, by collecting jobs from various organizations of the Middle East, arrange the jobs for Bangladeshis. For this they receive fees at a definite rate. But Bangladesh government supervises the whole process. In national dailies, on the web sites of non-government organizations engaged in various foreign employment work and online, the advertisement of foreign jobs is frequently published. Besides, from Manpower Export Bureau and the office of the Association of the agencies of sending manpower abroad BAIRA, it is possible to collect job news directly.

In the Middle East there is ample opportunity for the professionals, i.e. physicians, engineers, university teachers, etc. Arab countries mainly make their work done by the foreign professionals. For that reason every year a large number of Bangladeshi physicians, engineers, architects go to the Middle East with the hope of prestigious income. If we communicate with the embassies of these countries after finishing education at university level, we can get job information. There is foreign professional employment advertisement on the web sites of various companies of the Middle East countries. Searching online it is possible to find it out.

Activity

What type of work in the Middle East do you think most attractive to you? What kind of problem can you face in doing the work and how will you solve that?

The United States and Europe

A large number of Computer Engineers go to America with jobs. In this case our neighbouring country India is more advanced. Day by day Bangladeshi young Computer Engineers by showing their merits are directly going to America with jobs. Besides Computer Engineers, the physicians appearing at Medical License Examination of America are going to work directly as physicians. Passing over Europe and America for higher education, a large number of Bangladeshi learners with job settle there permanently. In European countries like Britain, Cyprus, Italy, France etc. there is much demand of Chef. If one passes over these European countries after acquiring skills, it is possible to earn a lot. Many of you certainly want to go to these countries for higher education. Many people by sending foreign currencies are playing roles in the economic development of Bangladesh.

Australia and New Zealand

There is a special demand of the graduates and post graduates in Business Studies in Australia. So the learners of Accountancy are receiving the jobs in Australian Bank and other financial organizations by skill migration. Those, who have studied in IT, have ample opportunity to apply for work in Australia. Besides, there is opportunity to work as cooks with high salary in Australia and New Zealand. Skilled chefs can go to Australia with work in prominent hotels and restaurants.

Individual Task :

In doing job abroad which countries will you choose? In which subject is necessary to study for going to that country? What are the opportunities of work for the Bangladeshis in that country?

Self employment

What do we understand by self employment? Is it the creation of own employment or the opportunity of work created by oneself? Doing business? Yes, both are right. There are many of us who do not want to work under someone in others' organization. Again, there are many who do not manage to get a job after hard efforts. Or, it is that there is scarcity of job according to competency. But without the desired income it is not possible oneself and family expenses. To arrange one's income by oneself is self employment. It is not only that, besides self satisfaction, employment is created for the others also. Self employment may vary in the context of village and town.

In rural context someone can create the opportunity of self-employment by agriculture, farming and small and cottage industry. It is possible to take various projects under it.

1. Cultivation of crops, fruits and vegetables in own land or land on lease;
2. Creating farm for hens and ducks, cows and goats;
3. Pisciculture in own pond or local reservoir on lease;
4. Setting up small garments industry like readymade garments, dress designing, skin print, embroidery etc;
5. Starting with a few people small cottage industries like pottery, making utensils, and handicrafts;
6. Opening a store of necessary products, etc.

More information about these is possible to get if we can communicate with Bangladesh Small & Cottage Industries Corporation (BSCIC).

Some Specific Areas of Self-employment

Crops Cultivation

Government facilities are available in all the work of self employment. It can be communicated with local Agriculture Extension Office for cultivating crops, seasonal vegetables or seasonal fruits. There are arrangements for free training on cultivation method, more production method, rules of using fertilizers and insecticides and free agriculture related information Cultivating crops and fruits by taking loans from Krishi Bank has also started.

Animal Husbandry

By livestock rearing firm it is possible to do business of meat and milk. Along with that, by selling the animals, it is possible to earn a lot. Many livestock producers supply animals regularly to cities during Eid-ul-Azha. It becomes a source of good seasonal income. All assistances are available about animal husbandry from local Livestock Office.

Pisciculture

By pisciculture many youths have become self-dependent. They are leading solvent life. The main source of protein in Bangladeshis is fish, because there are lots of rivers, canals and marshes in our country. In doing pisciculture, the necessary advice is provided by local Fisheries Office. They provide information from where minnows are to be collected, what foods are given to fish etc. Besides pisciculture, the business with hatchery or hatching minnows can be done. By hatching minnows, it is sold to the other fishermen.

Small, Cottage and Garments Industry

It is possible to establish garments making, designing, handicrafts and pottery business by communicating with local office of Bangladesh Small & Cottage Industries Corporation. For this at first any room of own house can be used, it does not need any separate rental space. Afterwards if the business expands, separate space can be taken. Besides Bangladesh government, different non-government development organizations provide training and necessary advice for any kind of self-employment.

Various development organizations provide free training for women on sewing and dress designing.

Opening a Grocery

If you want to open a grocery store with your small capital, you can buy the goods by communicating with the local dealers of essential goods and big companies and prepare the store with these. The position will be selected in the place where the people assemble, on the way of people's movement and where it is easy to reach. If the goods are collected directly from the producers instead of the dealers, it is possible to buy at low cost.

Class Work

If self employment is created in rural context, which one of the above work will you choose? Make a plan how you will set up your business. Present to the classroom.

Boutique Shop

Boutique shops are one of the examples of self employment. At present embroidery shops are in much demanded in city. If it is ensured to supply new designed dress and to sell creative designed dress, much profit is gained in this

business. Women are the main customers of this business. For this reason, women friendly environment will be ensured in this business. The business of boys T-shirts, Vest, Punjabi is also profitable specially during Eid.

Food Shops

Many people at present open food shop for business. But food should be made in hygienic and clean environment. There is no fear of loss if tasty foods are sold at affordable price, because food is man's main demand. But to set up a food shop, position is very important. Along with that the environment of the shop will be clean. For making hygienic food, training can be received from many non-government organizations along with Bangladesh Tourism Corporation.

Phone-fax-Printing Shops

Many university learners do this business alongside their studies. Many set up this type of shop as the main profession. There are many opportunities to be self dependent by this business at little investment. Besides, it is possible to benefit the learners by doing this business. This type of business is more suitable near the educational institutions. Moreover, it has demand in office area. Besides mobile recharge, at present there is opportunity of mobile banking in phone-fax shops. So, it is possible to do many types of business under the same roof.

Trade licence is necessary for all kinds of business. If it is village, then from Union Parisad, if it is town, then from Pauroshava, if it is city under City Corporation, then from City Corporation, this lience is collected. It is the responsibility of all citizens to pay income tax on the income from the business.

In Search of Job

At the end of a level of education, each of us goes to different directions. Again, many dream of better job after completing higher education. To get a job according to choice, it needs concentration. To get a good job, it is needed to keep your eyes open. The main media of getting the news of job advertisement are given below:

1. Advertisement published in the national dailies;
2. Advertisement published on job web sites;
3. Personal searching

There are many job advertisements in the middle pages of the dailies. There all details are given how to apply, to which address it will be sent etc. Nowadays many organizations ask to send the application by e-mail instead of sending to the office address. Again, many organizations ask to apply by opening an account in their web sites. But by buying lots of government and non-government job application forms, one can apply. In that case definite rules and regulations are mentioned in the advertisement. Besides national dailies, there are different magazines for jobs. If one searches in them, it is possible to find out many jobs. In technology dependant twenty first century one of the main ways of searching jobs is Internet. There are some different web sites enriched with job advertisements. There are lots of job advertisements in the first ranked web sites among them. They mention, in detail what the requisite competency is, what the last date of application is, and what facilities will be given after getting the job. As a result, it is possible to apply online according to choice, if one wishes.

Besides coming across advertisement, much job information is received from the acquainted persons. For this reason, it is very important to maintain good relation with all. Along with that it is necessary to keep them always informed about your need of a job so that they can inform you in time as soon as they get any news about jobs. To maintain relation with all is an important skill which has been discussed in the previous chapter.

Group Work

All the learners in the classroom will find out the necessary competencies, a job seeker should have, by discussion in small groups. After finishing the work, a group will share the idea with the other groups. The teacher will supervise the whole process. Each group will present the findings to the class.

Assignment :

1. Collect 10 job advertisements according to your choice by finding all issues of previous seven days of a certain newspaper and bringing it to the class, show the teacher and the classmates.
2. By searching online, bring out 3 web site addresses which provide you with job information and show it all in the class.

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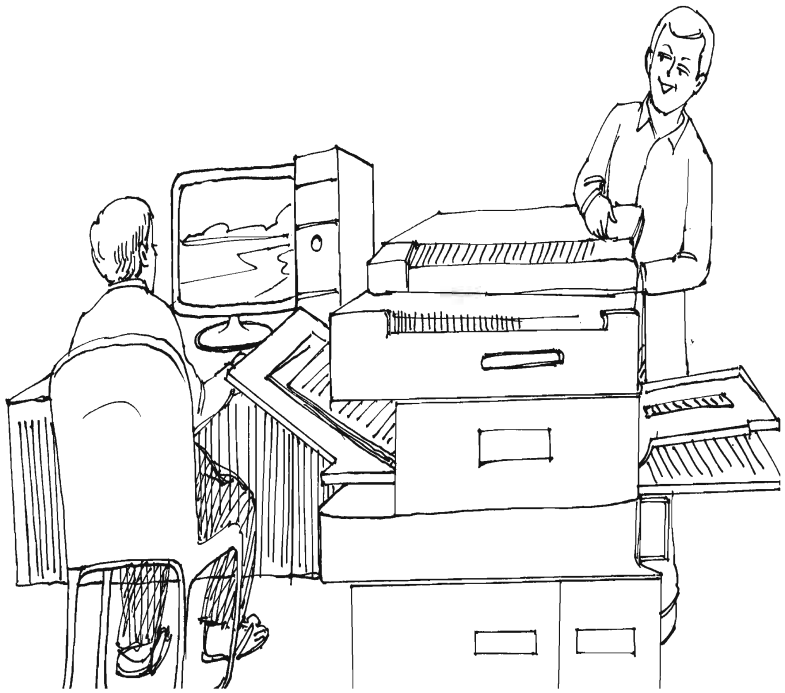
Case Study

Sohail Ahmed from Khulna had been looking for a job for a long time after passing Degree. But he did not get it. Finally he decided that he would do something by himself. By getting some money from home he opened a shop of a photocopy, computer compose, print, mobile money recharge shop beside his Degree College. Though at first he bought a photocopy machine at low price, he set up a new machine as his profit increased gradually. As Sohail is very amiable and honest, everyone likes him. All come to work at his shop without hesitation. Sometimes, Sohail Ahmed gives price discounts to the acquainted and regular customers. In this way his business expands day by day. Now he has this type of three shops in Khulna. Total six employees work in his shops. He also advises his younger brothers to come to this business.



In the above story we have seen how Sohail Ahmed has become self dependent by creating self employment. Not just searching for job, he has established himself by his own business. Not only that the others have got the opportunity of work in his shops. If we create our own field of work for ourselves in this way, immediately the economy of our country will be stronger. Unemployment problem will be removed. Peace and discipline will be maintained in the society.

You can bring out yourselves such thousand of ways which are not mentioned here. It needs only development of creativity along with gaining skills and competency.

Activity

Which business will you choose if you want to create self employment as a resident of city? How will you establish your business? Prepare a plan.

Job Wanted: Writing Curriculum Vitae

Curriculum-vitae is essential for all jobs. To apply for a job, of course, curriculum vitae has to send the employer organization. Among many curriculum-vitaes, the Human Resource Department of the organization chooses one. For this reason curriculum vitae will have to be unique and exceptional. In this age of online, if one searches in Internet, he can find out sample or format of many kinds of curriculum vitae. It is better to collect from any experienced service holder what kind of format of curriculum vitae he has used in his life. Because, in the curriculum vitae of the experienced persons there are many sides that cannot come easily in our mind. It is to be remembered that the first opportunity of choosing the candidate by the employer is to choose him seeing the curriculum vitae. It depends a lot on the curriculum vitae whether the employer will call the candidate for interview or not.

Curriculum vitae is of two types.

1. Academic curriculum vitae; and
2. Professional curriculum vitae.

Academic curriculum vitae is usually necessary for applying to higher educational institution at home and abroad. Professional curriculum vitae is necessary for job application. Here, we will discuss professional curriculum vitae.

The basic issues, that a curriculum vitae contains, are –

1. Photo, name, contact address;
2. Name of father and mother, identity, profession;
3. Academic degree, results, name of institution, passing year, details of professional courses (if any);
4. Co-curricular activities and the achievements;
5. Experience (if any); and
6. Name of two referees,their identity and contact address.

In all, curriculum vitae is not expected to be too long, because the organizations receive many curriculum vitae for jobs. If the curriculum vitae becomes long, the Human Resource Department of the organization which completes the employment process, can not find time to read. CV can be sent online to the web site of the organization or many organizations ask to send CV

by e-mail. If there is no job advertisement of many organizations, curriculum vitae can be sent to their web sites so that they can call the preferred candidate from the curriculum vitae when the vacancy is created.

The characteristics of an ideal curriculum-vitae

1. All information will be mentioned clearly;
2. There will be no spelling mistake;
3. There will be no confusion about any point;
4. As far as possible it will be brief;
5. All achievements of education life will be mentioned in a few words;
6. Acquired skills will be mentioned; and
7. Language will be easy.

Activity

Prepare your own curriculum-vitae.

Good Relation with Colleagues in Workplace

To maintain a good relation with all is a part of our social and moral education. By bad behavioiur we should not make our relation bad. If we maintain good relation with all, we can get their help in distress. We notice that our relatives, friends come ahead when we fall into troubles, because good relation with all is kept naturally. Just in the same way good relation should be maintained with the colleagues in workplace. As a result of good relation many jobs are traced as well as many in service facilities are availed.

Suppose, you are working in an organization. That time you receive a phone call from home that you will have to go home immediately. On the other hand, you are doing a serious work in the office. You have to finish it by today otherwise the office will fall into a great problem. It is also important for you to go home. When you go to the authority to ask for leave, they might say if anyone takes the responsibility of doing the work, you may go home on leave. Now, if you have good relation with the colleagues, of course, they will come forward for you. They will do your work together for that day. You will go home without worry. To keep good relation with the colleagues is important for these reasons. Colleagues mean all including the superiors and the subordinates. It is not possible to work anywhere for a long period if you do not have good relation with the colleagues, because all offices are the places of group work. There it is not possible to work alone. It is possible to achieve collective success if we work together with the assistance of all. By it we can get both personal and collective success.

The team, which wins in cricket, the captain frequently, says that it is the result of a team effort. i.e. the victory has been achieved by the total effort of 11 players of the team. A team of 11 players of general standard having good mutual bond is stronger than a team of 11 skilled players having no mutual bond. In the same way, a complex work becomes easy if there is a good mutual relation among the workers. In big organizations excursion to any distance place is arranged to enhance relation among the colleagues. There they are assigned group work besides office work. That may be any game. To work or play together their relation becomes close. After coming back to office, it effects on daily work. In modem business administration it has been paid more importance to maintain mutual relation with the colleagues. To maintain good relation with the colleagues, the things are necessary to do –

1. Whenever you meet, exchange pleasantries;
2. If any colleague falls into trouble while working, ask him from oneself to help;
3. Sometimes talk outside of work with the colleagues at tea table;
4. Avoid talking about personal and sensitive issues;
5. Not to criticize a colleague to the other colleague
6. If you fall into problem in doing work, ask the experienced colleague politely to help you;

7. If someone becomes angry, without getting angry, make him calm;
8. Come forward in any professional and personal troubles;
9. Of course, always behave well with all.

Benefits of Good Relation with the Colleagues

1. Always get help from them;
2. If one faces tough stress, the way is open to get their help;
3. The colleagues stand beside him in distress;
4. If leave is suddenly required for urgent necessity, the colleagues help him by doing extra work; and
5. Get job satisfaction.

Sample Questions

Multiple Choice Questions

1. Which one is the most primitive profession?
   a. Factory worker b. Engineer
   c. Agriculture d. Medical
2. Which industry of Bangladesh is world famous at present?
   a. Agro industry b. Garments industry
   c. Mineral industry d. Building industry
3. Teaching is an excellent profession, because -
   i. In this profession prestige and status are achieved in society
   ii. In this one can be acquainted with many in the society
   iii. Teachers are the makers of building the future nation

Which one is correct in the followings?

a. i. b. i & ii
c. ii & iii d. i, ii & iii

Read the passage and answer the question no 4 & 5

Recently Parvez Rayhan has established a company. He will employ sales representatives in each Upazilla, District and Divisional level for this company.

2019

He wants to finish this recruitment process within a short time.

4. Which medium will Mr. Parvez Rayhan use for selecting the employees within a short span of time?

   a. Advertisement in National Dailies b. Advertisement on job web sites

   c. Personal searching d. Distribution of Leaflets

5. By using this medium he-

   i. will get many curriculum-vitaes easily

   ii. can not get proper persons

   iii. the process of sorting curriculum-vitae will be easy

Which one is correct in the following?

   a. i b. i & ii

   c. ii & iii d. i, ii & iii

Creative Questions

There are many expenses in Sultana's family including the family and the education expenses of the children. Though the income of her husband is good, Sultana wishes to earn for a better living. Sultana thought how she could assist her husband financially. Suddenly work of outsourcing peeped into her mind amid various ideas. She read many features about it. Then she received training for using it practically. Sultana got the magic wand of income sitting in her room. Today she is successful by managing the extra stress of family expenses. Besides managing the family and looking after the children, her work is continued. In Basic Outsourcing Award – 2014 she has received the first prize in woman division.

a. What is outsourcing?

b. What is meant by profession?

c. Give an account of the main medium of Sultana's work.

d. Evaluate the issue of receiving prize in the case of Sultana's work.

The End

2019

Academic Year

9-10 Career

বঙ্গবন্ধুর স্বপ্ন– দারিদ্র্য ও নিরক্ষরতামুক্ত সোনার বাংলাদেশ গড়তে
নিজেদের যোগ্য নাগরিক হিসেবে গড়ে তোল

– মাননীয় প্রধানমন্ত্রী শেখ হাসিনা

নারী ও শিশু নির্যাতনের ঘটনা ঘটলে প্রতিকার ও প্রতিরোধের জন্য ন্যাশনাল হেল্পলাইন সেন্টারে
১০৯ নম্বর-এ (টোল ফ্রি, ২৪ ঘণ্টা সার্ভিস) ফোন করুন

শিক্ষা নিয়ে গড়ব দেশ শেখ হাসিনার বাংলাদেশ

Ministry of Education

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